Council of Ontario Universities

COFO Online Reporting System

User Manual

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1. Security

Security Roles Defined in the Application

The following Security Roles have been defined in the application. A brief description of what each of the roles can do is provided below.

COU User Roles

These roles appear when the ALL- COU Users Only option is selected in the Institution list.

1. COU Admin – Access to Add any type of User to any Institution or COU
   – Access to Unlock Users
   – Change passwords
   – Upload Templates
   – Maintain the Version Control number for the Reporting Year
   – Change the Submission status on a template upload to Verified or Not Verified
   – Approve individually or Mass Verify the survey submissions.
   – Run Reporting processes
   – Run the Stats Canada File Generation processes.

2. COU Vendor Admin – Access to view data for all institutions
   – View Security setup
   – View the Organization hierarchy.

COFO User Roles

All COFO Roles are restricted to the associated Institution and affiliates where applicable:

1. COFO Admin – Access to Add Users for their Institution as COFO Reporters, COFO Approvers and COFO Guests
– Ability to Maintain users for their Institution (unlock, change password, inactivate or reactivate)

2. COFO Reporter – Access to upload and delete completed Excel Templates
– Ability to enter/edit/delete variance comments as required
– Change the Submission status on a template upload to Ready for Approval.

There can be multiple reporters per institution but only one at a time can submit data for processing.

3. COFO Approver – Access to view data belonging to their institution
– Access to view data belonging to any of the affiliates that are associated with their institution
– Access to authorize his/her institution's data submission to the Approved level.

4. COFO Guest – *A*bility to view data in the system for the Institution assigned. The COFO Administrator can add these users for their institution. If these users are in the system already under another institution, then they will have to be given a second User name for the COFO Guest access.

5. COFO Survey - Ability to access the Survey related pages. This user role is used in connection with the COFO Reporter and COFO Approver. If a COFO Reporter has the survey role, they will be able to enter survey information for their Institution and mark it Ready for Approval. If a COFO Approver has the survey role, they will be able to review their Institution's submission and mark it Approved or put it back to Pending for changes.

6. COFO Survey Ancillary – Ability to access the Ancillary survey pages only. This user will be able to view and edit the Ancillary Survey information as well as viewing the Previous year's survey report. They will not be allowed to submit the survey for Approvals, but they will be able to confirm the information entered.

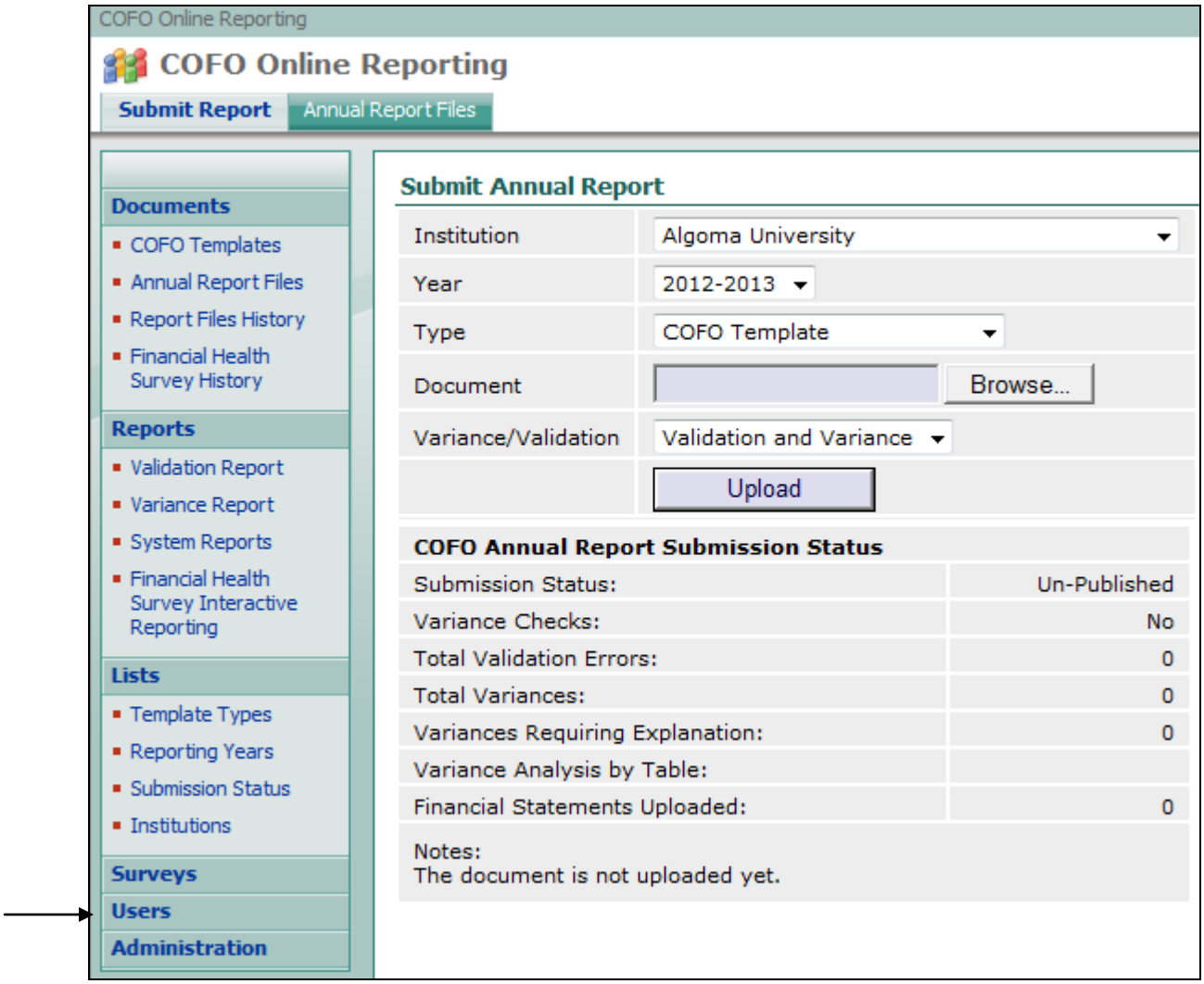
7. FRC Members – Read only access to view all submissions to assist in verifying accounting consistency across institutions. While they have access to view all institutions information, they are still associated with a single institution on the User setup page.

   FRC Members can only be added by the COU Administrator.

8. CSAO Members – this group was added primarily to receive email communications from the application. This role can only be added by the COU Administrator. It is assumed that users assigned to the role will not log-in to the application, however, nothing stops them from doing so.

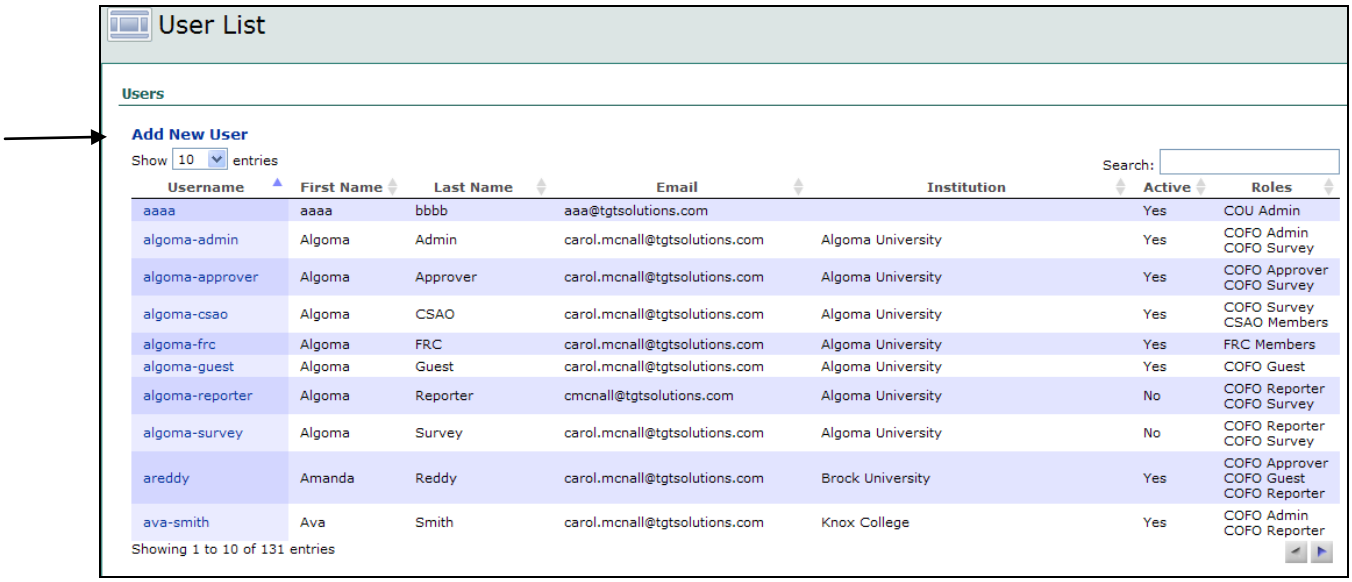
Adding a New User

Log in to the COU-COFO Online Reporting Application as the COU Administrator or the COFO Administrator. From the Home Page, select the 'Users' menu option.



The following User List page will appear. If you are the COU Administrator, you will be able to see all of the users in the system. However, if you are a COFO Administrator, you will only be able to see the users associated with your Institution.

Click on the 'Add New User' option at the top of the page to access the 'UserAdd' setup page.

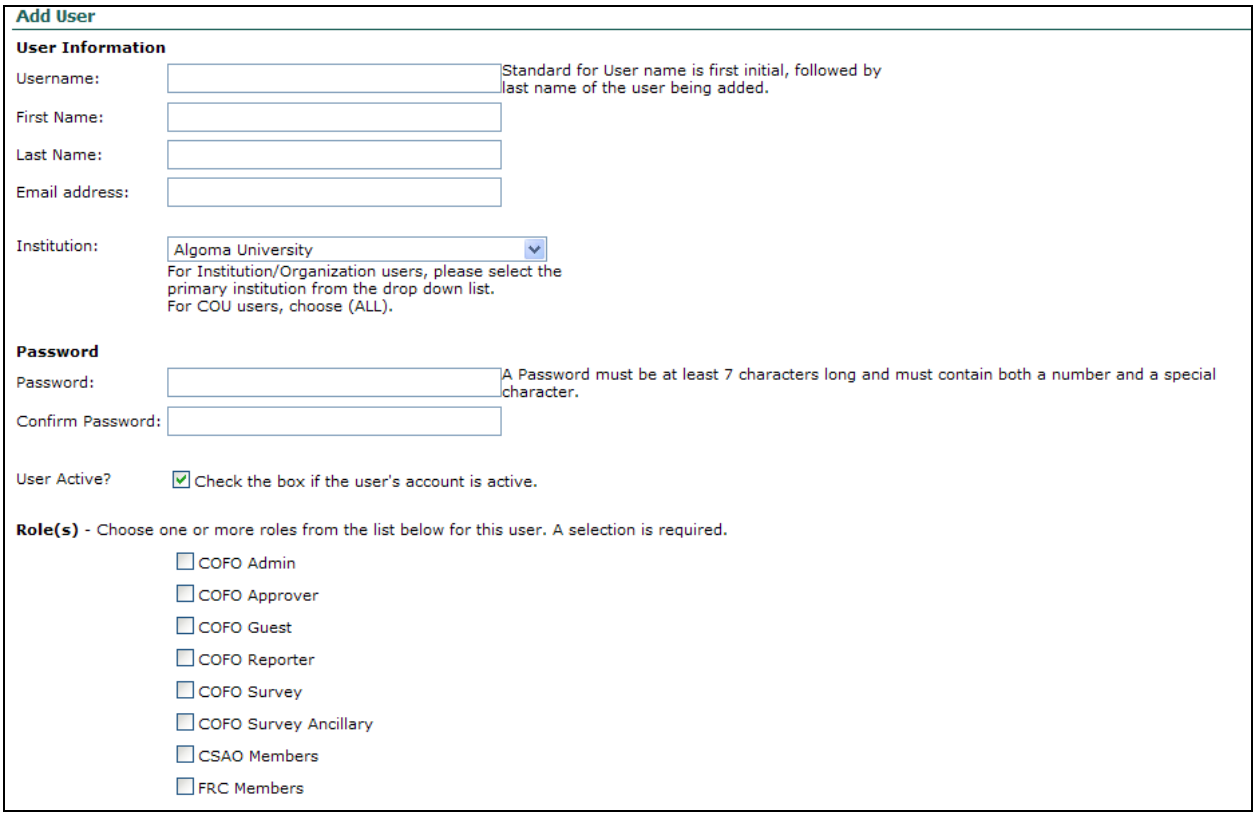

User List
Users
Add New User
Show 10 entries
Search:
Username
First Name
Last Name
Email
Institution
Active
Roles
aaaa aaaa bbbb aaa@tgtsolutions.com Yes COU Admin
algoma-admin Algoma Admin carol.mcnall@tgtsolutions.com Algoma University Yes COFO Admin COFO Survey
algoma-approver Algoma Approver carol.mcnall@tgtsolutions.com Algoma University Yes COFO Approver COFO Survey
algoma-csao Algoma CSAO carol.mcnall@tgtsolutions.com Algoma University Yes COFO Survey CSAO Members
algoma-frc Algoma FRC carol.mcnall@tgtsolutions.com Algoma University Yes FRC Members
algoma-guest Algoma Guest carol.mcnall@tgtsolutions.com Algoma University Yes COFO Guest
algoma-reporter Algoma Reporter cmcnall@tgtsolutions.com Algoma University No COFO Reporter COFO Survey
algoma-survey Algoma Survey carol.mcnall@tgtsolutions.com Algoma University No COFO Reporter COFO Survey
areddy Amanda Reddy carol.mcnall@tgtsolutions.com Brock University Yes COFO Approver COFO Guest COFO Reporter
ava-smith Ava Smith carol.mcnall@tgtsolutions.com Knox College Yes COFO Admin COFO Reporter
Showing 1 to 10 of 131 entries

When the ‘UserAdd’ page appears, enter the User Information. The format for the User name should be first initial last name. For example, John Smith would be jsmith. This is noted on the User Add page for reference.

The COU Administrator can select from the entire Institution list, while the COFO Administrator’s Institution will default automatically in the Institution box.

Enter a password for the new user keeping in mind that it follows the COU password standards. The password standard is noted on the User Add page beside the Password field.

Ensure that the User Active box is selected to ‘activate’ the User.


Add User
User Information
Username:
Standard for User name is first initial, followed by last name of the user being added.
First Name:
Last Name:
Email address:
Institution:
Algoma University
For Institution/Organization users, please select the primary institution from the drop down list.
For COU users, choose (ALL).
Password
Password:
A Password must be at least 7 characters long and must contain both a number and a special character.
Confirm Password:
User Active?
Check the box if the user's account is active.
Role(s) - Choose one or more roles from the list below for this user. A selection is required.
COFO Admin
COFO Approver
COFO Guest
COFO Reporter
COFO Survey
COFO Survey Ancillary
CSAO Members
FRC Members

Check the Role(s) that this User is being assigned and then click on the Add button. The COU Administrator can select from all of the Roles in the application. The COFO Administrator can only select the COFO Approver, COFO Guest, COFO Reporter, COFO Survey and COFO Survey Ancillary role. All of the other roles will be greyed out.

When setting up a COU user (by selecting the ALL- COU Users Only option in the Institution list), only two roles are available: COU Admin and COU Vendor Admin. The COU Vendor Admin is used by TGT to support the application.

All of the fields displayed on the page must contain information for the system to add the New User. If a field is missing, the system will prompt you to complete the required fields.

Email Notification to a New User

Once a new User has been defined and the User Add page saved, the application will send an email to the new User with their User ID and their Password, using the email address entered when the User was setup.

The email will come from cousupport@tgtsolutions.com and will contain the following information:

From: COU Reporting [cousupport@tgtsolutions.com]
To: carol.mcnall@tgtsolutions.com
Cc:
Subject: COFO Online Reporting - New User

Welcome to the COFO Online Reporting System.

Your User Name is cou-reporter
Your Password is Password1!

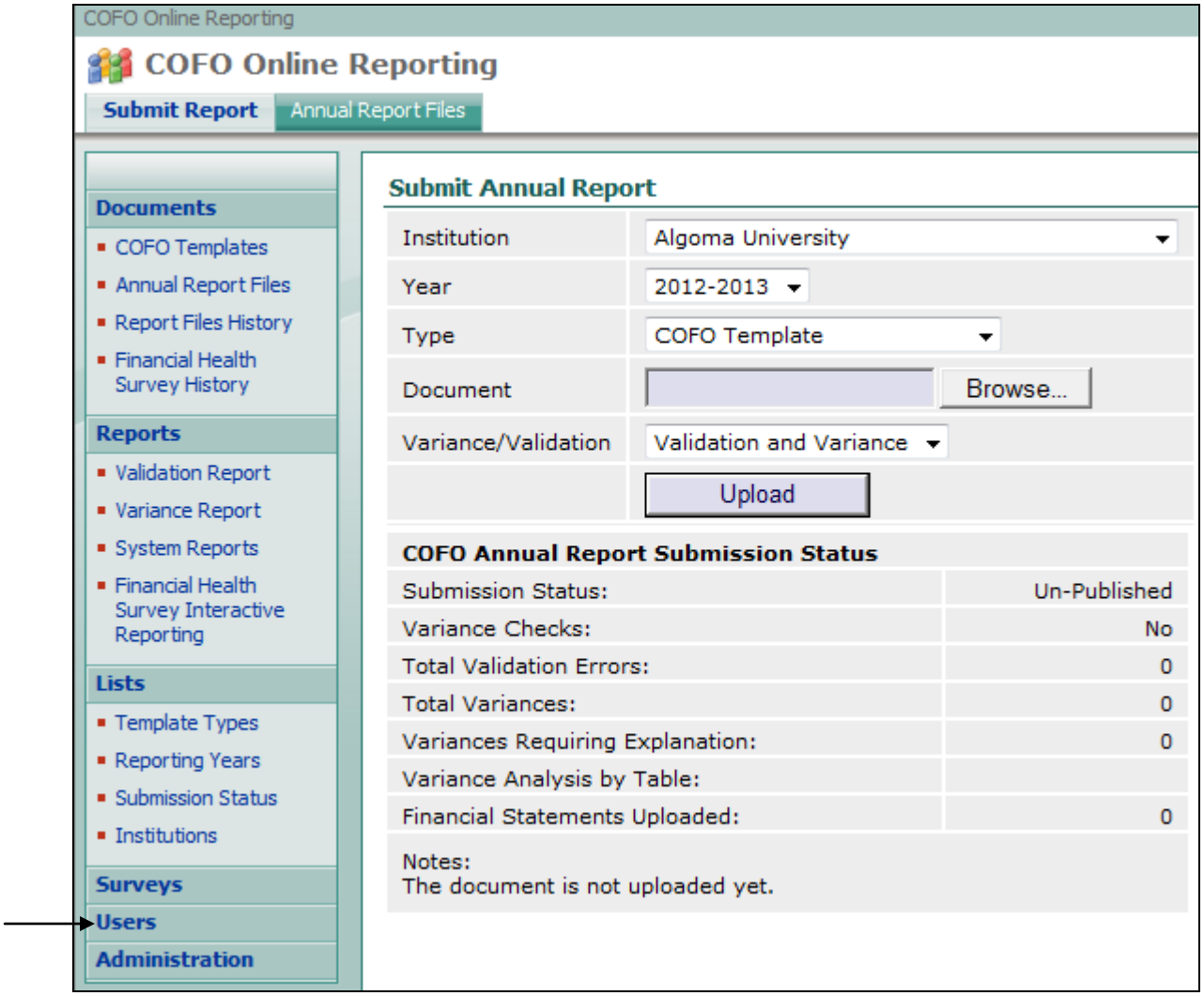
Note: Please ensure you enter the password exactly as shown.
Once you have successfully logged in, you can change your password by clicking on the 'Welcome', then 'My Settings' link at the top of the page within the COFO Online Reporting System.

Thank-you
COU

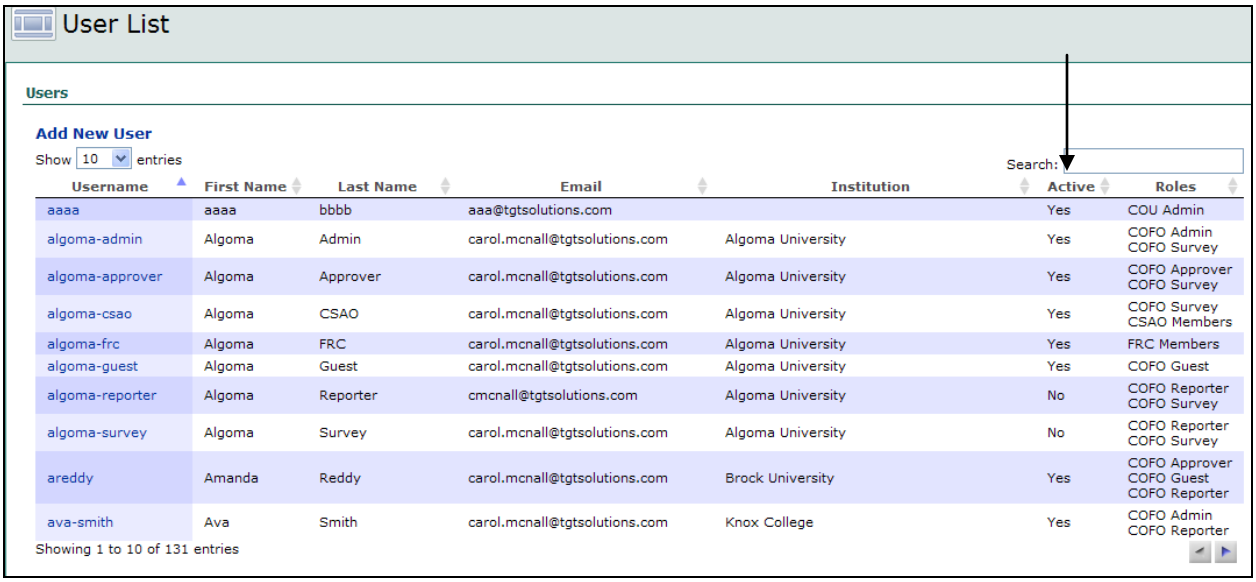
Inactivating or Re-activating a User

Log in to the COU-COFO Online Reporting Application as the COU Administrator or the COFO Administrator. The COU Administrator can update all users in the application, whereas the COFO Administrator can only update users associated with their Institution.

From the Home Page, select the 'Users' menu option.

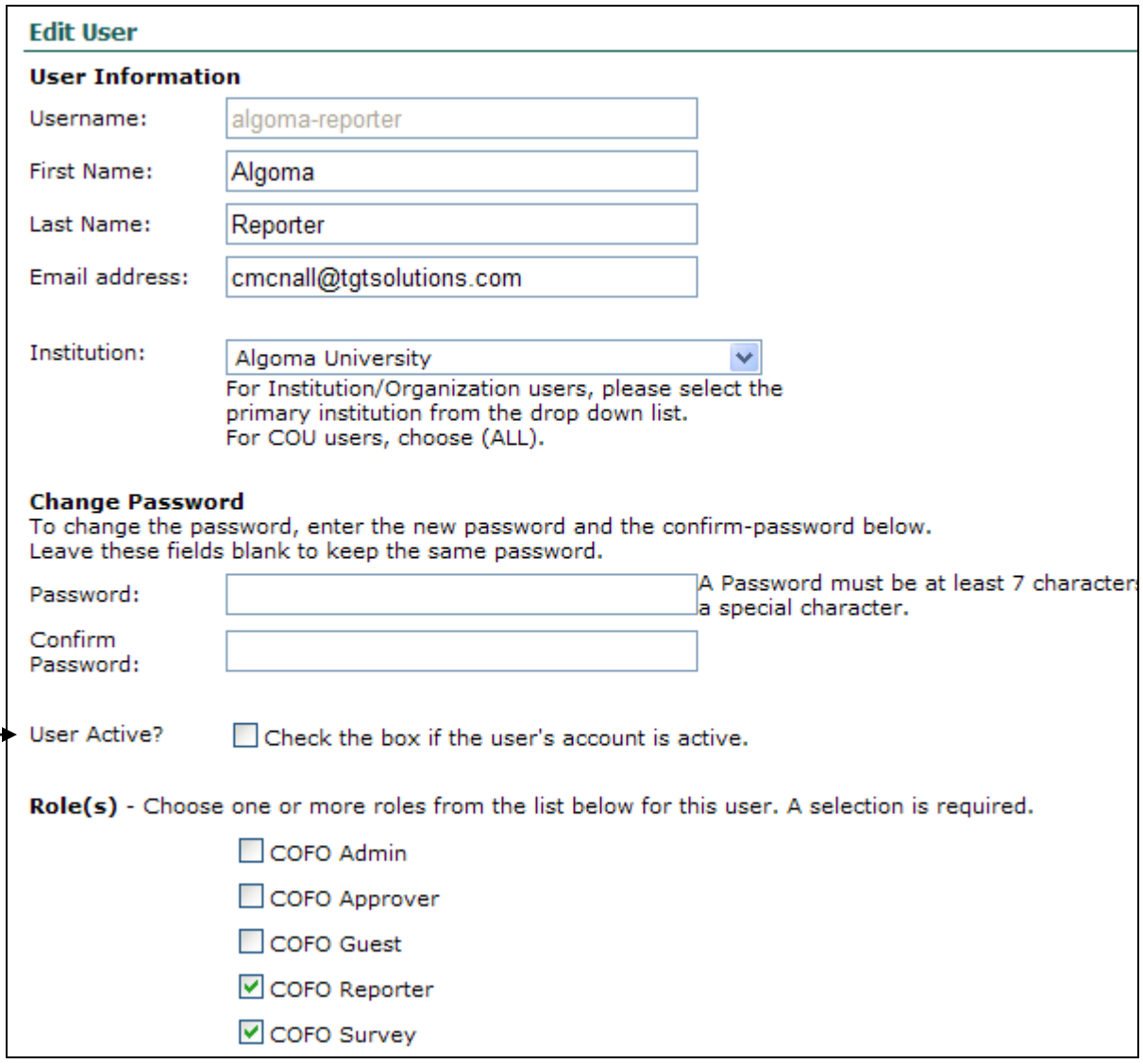


When the ‘User List’ page appears, click on the Username of the User that you are going to inactivate or re-activate. The ‘Active’ column on the right indicates the User’s current status.


User List
Users
Add New User
Show 10 entries
Search:
Username
First Name
Last Name
Email
Institution
Active
Roles
aaaa aaaa bbbb aaa@tgtsolutions.com Yes COU Admin
algoma-admin Algoma Admin carol.mcnall@tgtsolutions.com Algoma University Yes COFO Admin COFO Survey
algoma-approver Algoma Approver carol.mcnall@tgtsolutions.com Algoma University Yes COFO Approver COFO Survey
algoma-csao Algoma CSAO carol.mcnall@tgtsolutions.com Algoma University Yes COFO Survey CSAO Members
algoma-frc Algoma FRC carol.mcnall@tgtsolutions.com Algoma University Yes FRC Members
algoma-guest Algoma Guest carol.mcnall@tgtsolutions.com Algoma University Yes COFO Guest
algoma-reporter Algoma Reporter cmcnall@tgtsolutions.com Algoma University No COFO Reporter COFO Survey
algoma-survey Algoma Survey carol.mcnall@tgtsolutions.com Algoma University No COFO Reporter COFO Survey
areddy Amanda Reddy carol.mcnall@tgtsolutions.com Brock University Yes COFO Approver COFO Guest COFO Reporter
ava-smith Ava Smith carol.mcnall@tgtsolutions.com Knox College Yes COFO Admin COFO Reporter
Showing 1 to 10 of 131 entries

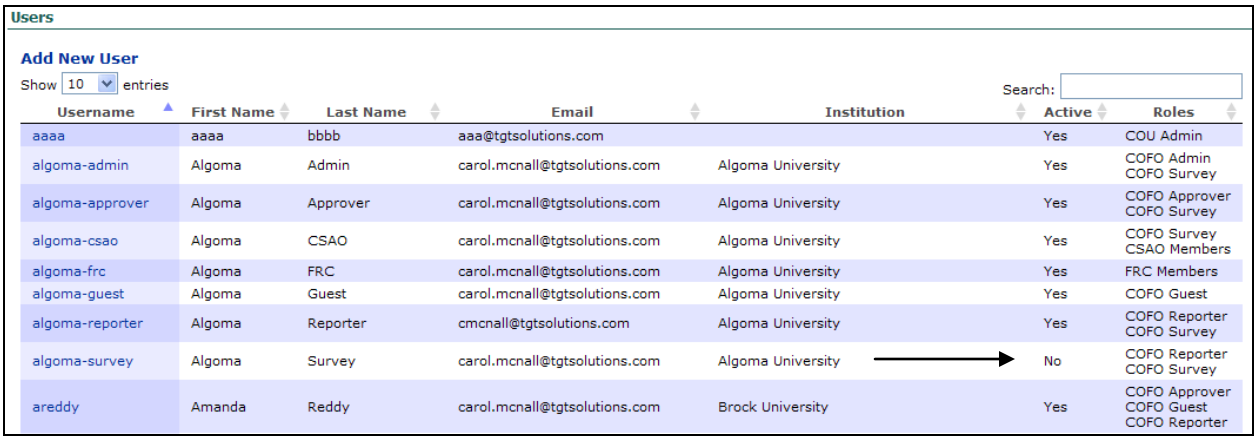
When the ‘User Edit’ page appears, uncheck the ‘User Active’ checkbox to inactivate the User. Then click on the ‘Update User’ button at the bottom of the page.

To activate a User that is currently inactive, check the ‘User Active’ checkbox. Then click on the ‘Update User’ button at the bottom of the page.



If you are reactivating a User, the Password should also be updated as it is highly likely, the User will not remember their previous password. Once the page is saved, the system will send the updated User an email with their new password.

Once the change is saved, the system will return you to the ‘User List’ page where you can confirm that the change took effect by reviewing the information in the ‘Active column.



Users

Add New User

Show 10 entries

Search:

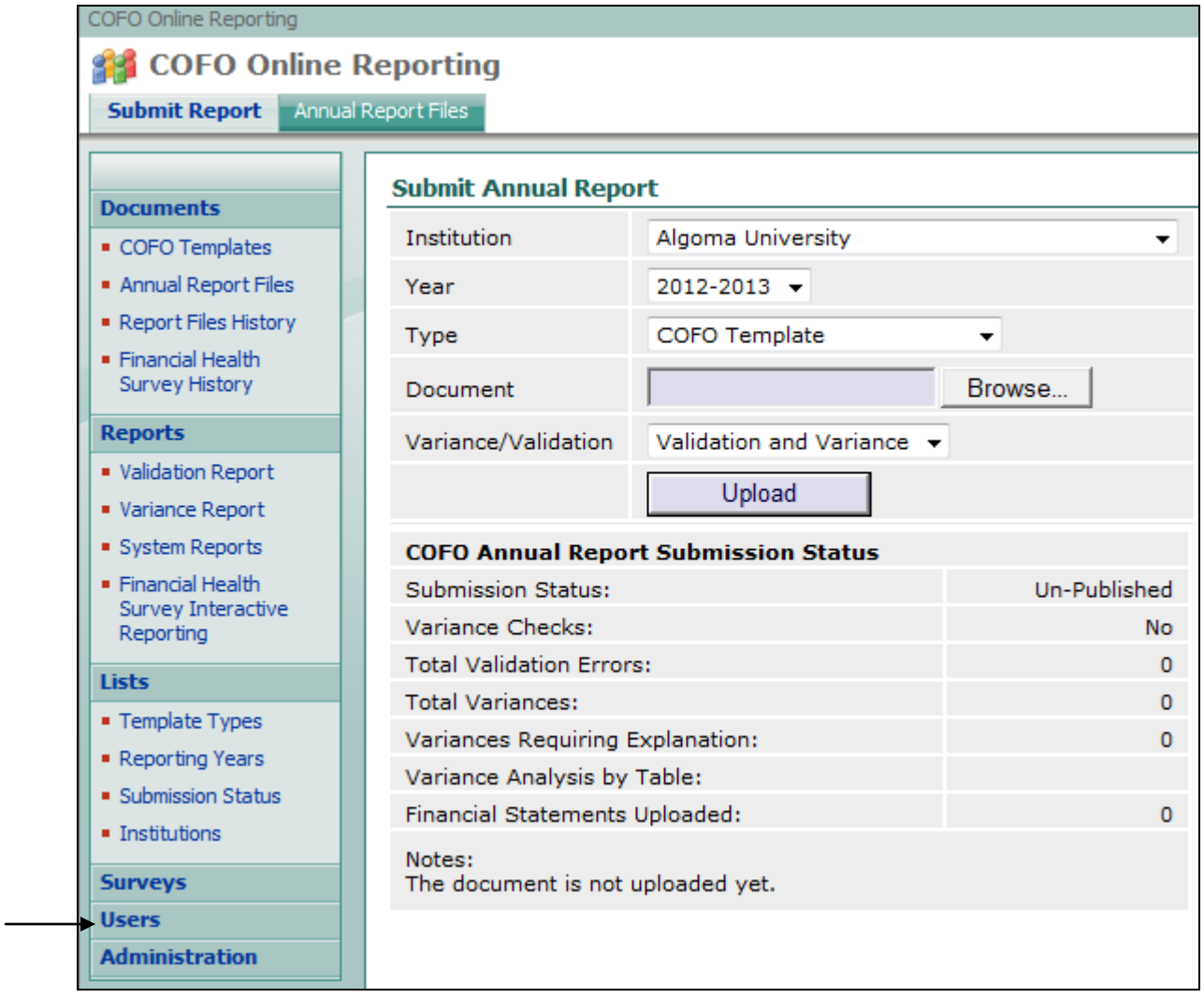
Username	First Name	Last Name	Email	Institution	Active	Roles
aaaa	aaaa	bbbb	aaa@tgtsolutions.com		Yes	COU Admin
algoma-admin	Algoma	Admin	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Admin COFO Survey
algoma-approver	Algoma	Approver	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Approver COFO Survey
algoma-csao	Algoma	CSAO	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Survey CSAO Members
algoma-frc	Algoma	FRC	carol.mcnall@tgtsolutions.com	Algoma University	Yes	FRC Members
algoma-guest	Algoma	Guest	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Guest
algoma-reporter	Algoma	Reporter	cmcnall@tgtsolutions.com	Algoma University	Yes	COFO Reporter COFO Survey
algoma-survey	Algoma	Survey	carol.mcnall@tgtsolutions.com	Algoma University	No	COFO Reporter COFO Survey
areddy	Amanda	Reddy	carol.mcnall@tgtsolutions.com	Brock University	Yes	COFO Approver COFO Guest COFO Reporter

Changing a Password for a User

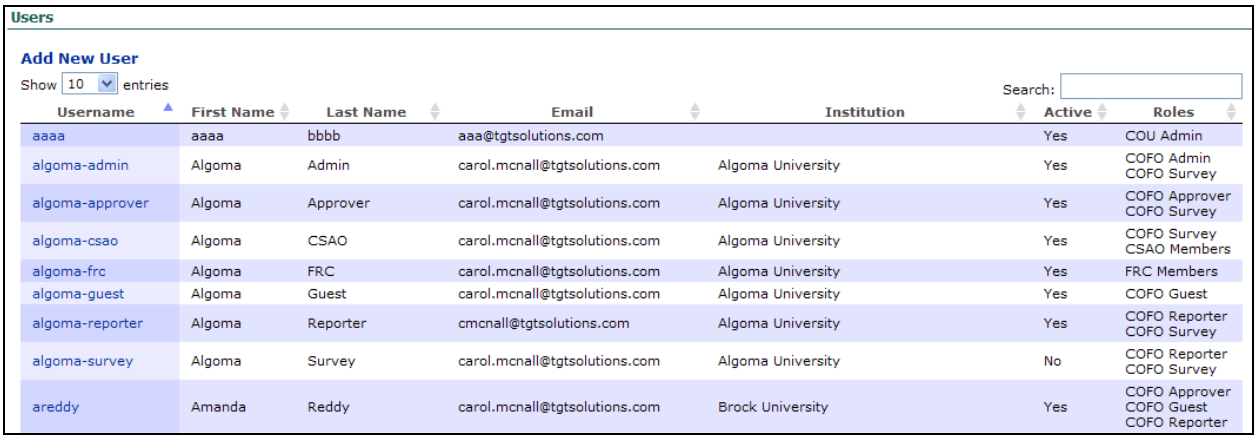
There are two ways a password can be updated for a User. It can be changed on the User Edit page by the COU Administrator or the COFO Administrator if the User is associated with their Institution. Or it can be requested from the application if the User has forgotten their password.

Option 1: Changing it using the User Edit page

Log in to the COU-COFO Online Reporting Application as the COU Administrator or the COFO Administrator. From the Home Page, select the 'Users' menu option.



Select the User to be updated from the User list on the 'User List' page, by clicking in the Username field or the Username can be entered in the Search box on the right hand side to find the User in the list.



Users

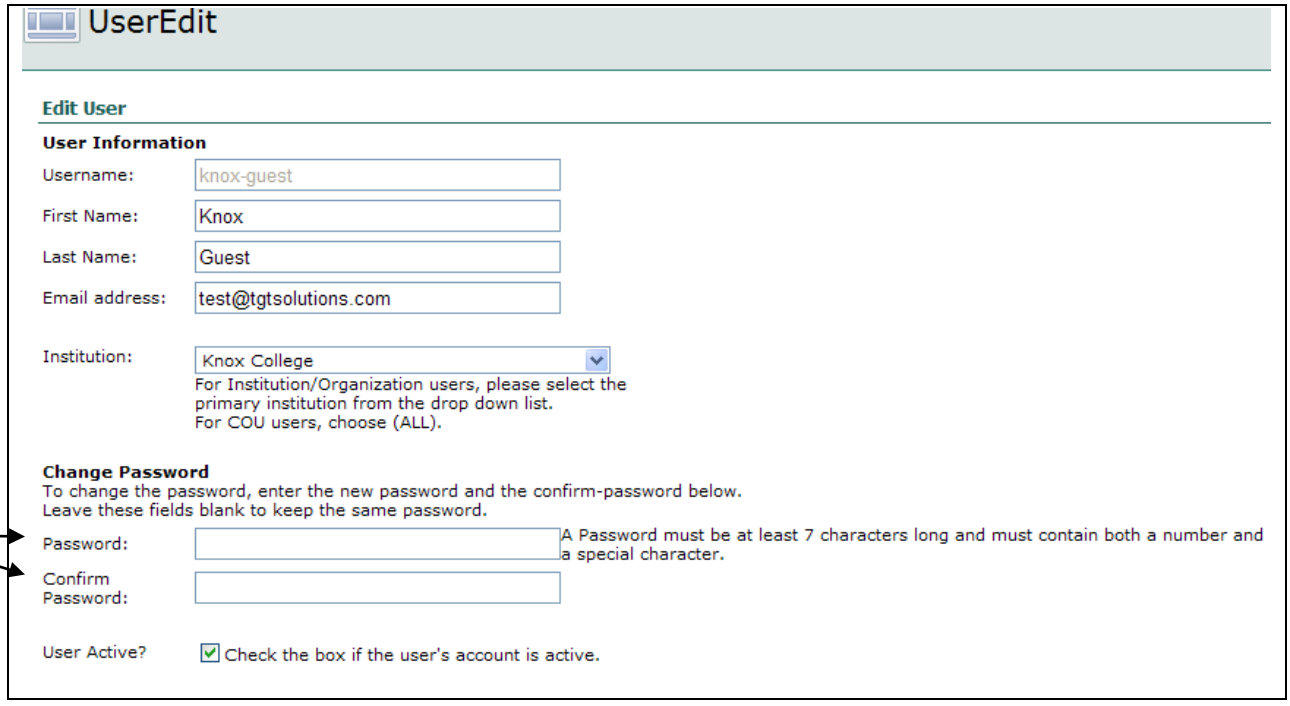
Add New User

Show 10 entries

Search:

Username	First Name	Last Name	Email	Institution	Active	Roles
aaaa	aaaa	bbbb	aaa@tgtsolutions.com		Yes	COU Admin
algoma-admin	Algoma	Admin	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Admin COFO Survey
algoma-approver	Algoma	Approver	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Approver COFO Survey
algoma-csao	Algoma	CSAO	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Survey CSAO Members
algoma-frc	Algoma	FRC	carol.mcnall@tgtsolutions.com	Algoma University	Yes	FRC Members
algoma-guest	Algoma	Guest	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Guest
algoma-reporter	Algoma	Reporter	cmcnall@tgtsolutions.com	Algoma University	Yes	COFO Reporter COFO Survey
algoma-survey	Algoma	Survey	carol.mcnall@tgtsolutions.com	Algoma University	No	COFO Reporter COFO Survey
areddy	Amanda	Reddy	carol.mcnall@tgtsolutions.com	Brock University	Yes	COFO Approver COFO Guest COFO Reporter

When the 'User Edit' page appears, enter the new Password and the Confirm Password information and click on the 'Update User' button. The Password must conform to the standards defined by COU.



UserEdit

Edit User

User Information

Username: knox-guest

First Name: Knox

Last Name: Guest

Email address: test@tgtsolutions.com

Institution: Knox College

For Institution/Organization users, please select the primary institution from the drop down list.
For COU users, choose (ALL).

Change Password

To change the password, enter the new password and the confirm-password below.
Leave these fields blank to keep the same password.

Password:

A Password must be at least 7 characters long and must contain both a number and a special character.

Confirm Password:

User Active? Check the box if the user's account is active.

Once the page has been saved, the application will send an email to the User with their updated password, using the email address entered for the User.

The email will come from cousupport@tgtsolutions.com and will contain the following information:

From: COU Reporting [cousupport@tgtsolutions.com]
To: carol.mcnall@tgtsolutions.com
Cc:
Subject: COFO Online Reporting - Password Changed

Hello,

Your password has been reset.

Please return to the COFO Online Reporting System and login using the new password below.

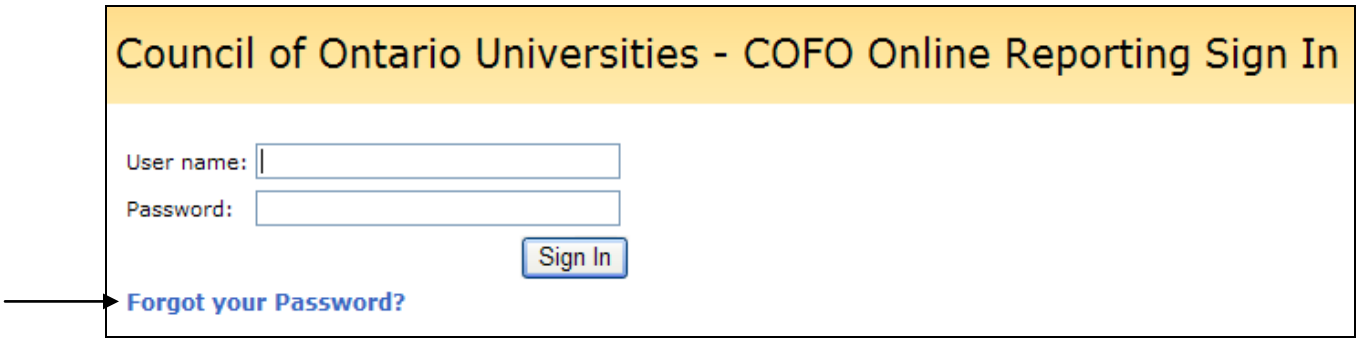
Password: Password1!

Note: Please ensure you enter the password exactly as shown.
Once you have successfully logged in, you can change your password by clicking on the 'Welcome', then 'My Settings' link at the top of the page within the COFO Online Reporting System.

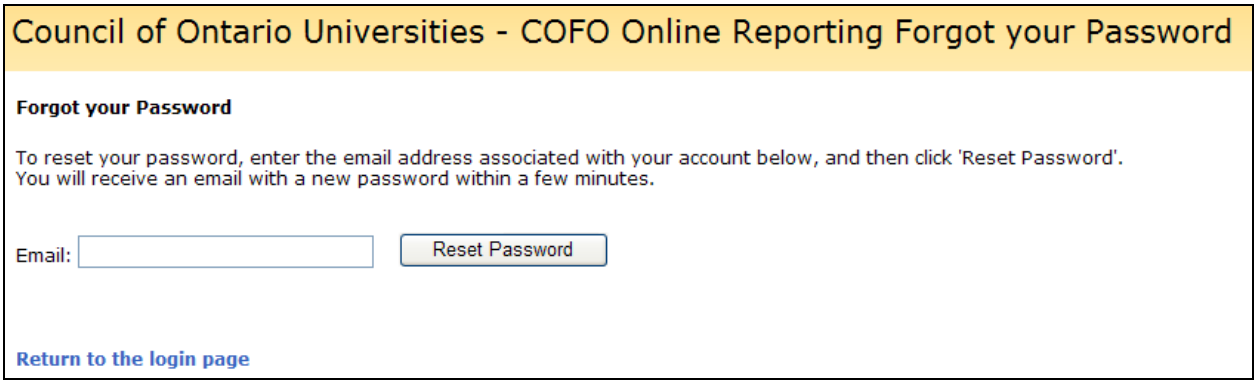
Thank-you
COU

Option 2: Users Requesting a New Password

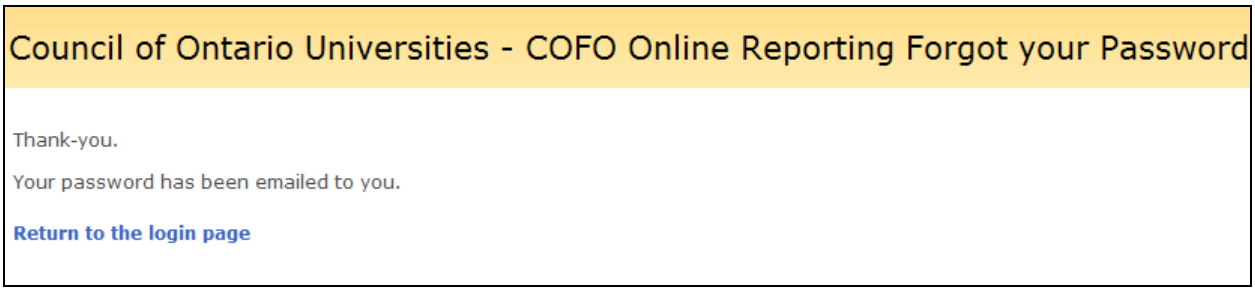
If a User has forgotten their password, they have to navigate to the Sign-in page for the Online Reporting Application and click on the '**Forgot your Password?'** Link.



The Forgot your Password page will appear which will prompt the User to enter their email address. Once the email address is entered, click on the Reset Password button.


Council of Ontario Universities - COFO Online Reporting Forgot your Password
Forgot your Password
To reset your password, enter the email address associated with your account below, and then click 'Reset Password'.
You will receive an email with a new password within a few minutes.
Email:
Reset Password
Return to the login page

The following page will appear advising the User that the new password was emailed to the email address they entered.


Council of Ontario Universities - COFO Online Reporting Forgot your Password
Thank-you.
Your password has been emailed to you.
Return to the login page

The email will come from cousupport@tgtsolutions.com and will contain the following information:

COFO Online Reporting – Password Reset

cousupport@tgtsolutions.com (cousupport@tgtsolutions.com) Add to contacts 6:27 PM
To: c_mcnall@hotmail.com

Hello,

Your password has been reset.

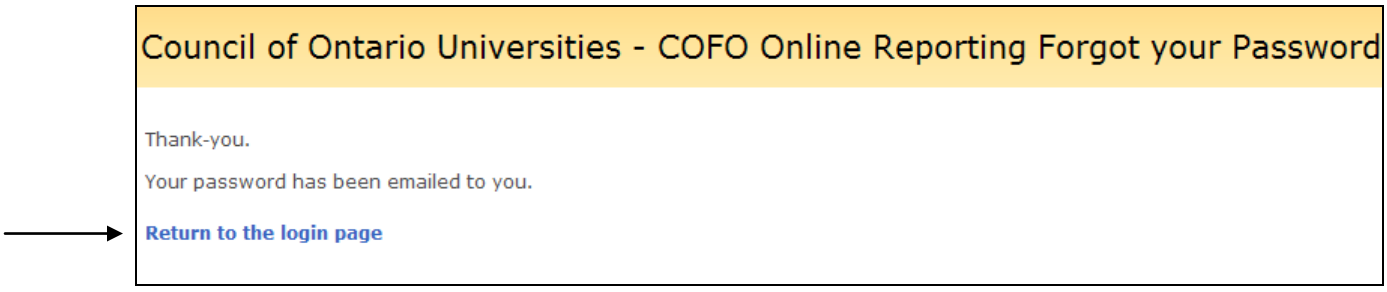
Please return to the COFO Online Reporting System
and login using the new password below.

Password: Ij-R-[Meo8p]y4

Note: Please ensure you enter the password exactly as shown.
Once you have successfully logged in, you can change your password by clicking on the 'Welcome',
then 'My Settings' link at the top of any page within the COFO Online Reporting System.

Thank-you,
COU

From the Forgot your Password page, there is a hyperlink back to the COFO Online Reporting Application login page which the User can use.


Council of Ontario Universities - COFO Online Reporting Forgot your Password

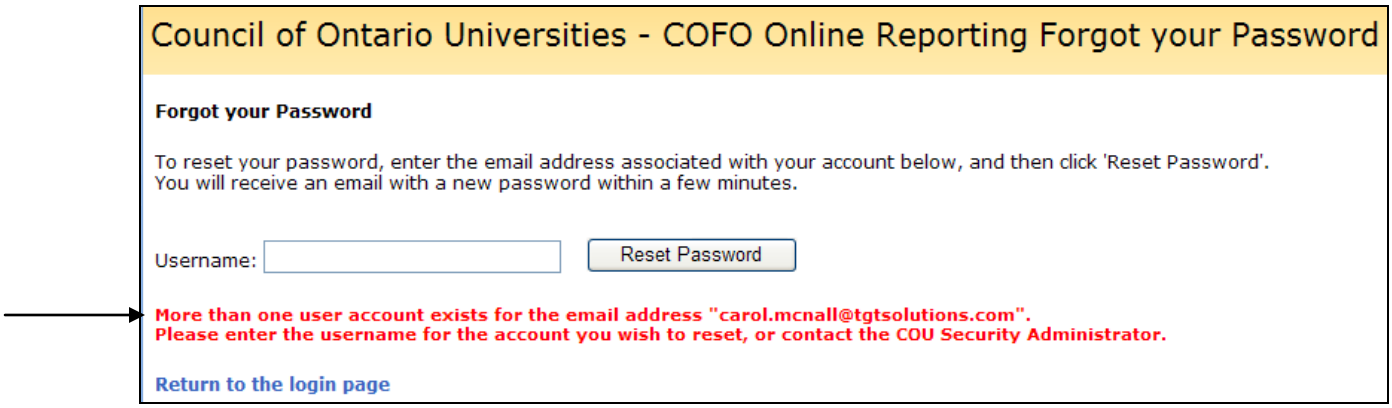
Thank-you.

Your password has been emailed to you.

Return to the login page

Once the COFO Online Reporting Application login page appears, they reenter their User name and the new password provided in the email. A cut and paste of the password to the sign in page works well, as the passwords provided by the application are quite cryptic.

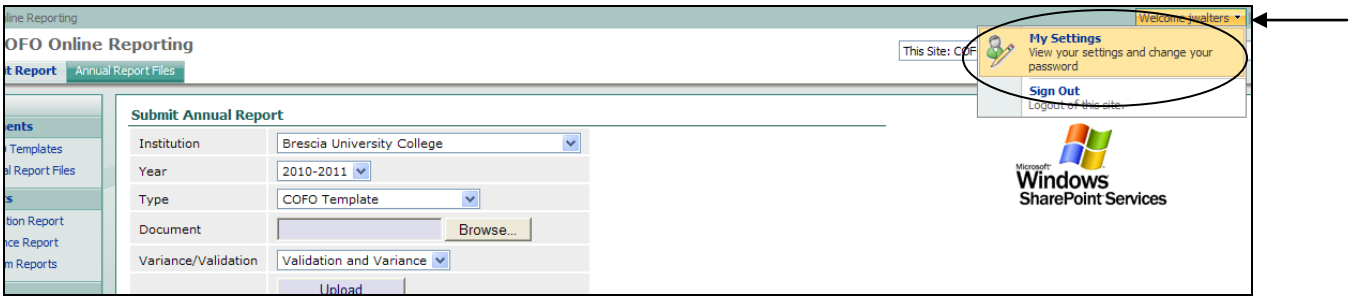
If the email address entered is associated with more than one User name in the application (COFO Reporter and a COFO Guest at another Institution), then the application will return the following message when the Forgot your Password option is selected.


Council of Ontario Universities - COFO Online Reporting Forgot your Password
Forgot your Password
To reset your password, enter the email address associated with your account below, and then click 'Reset Password'.
You will receive an email with a new password within a few minutes.
Username:
Reset Password
More than one user account exists for the email address "carol.mcnall@tgtsolutions.com".
Please enter the username for the account you wish to reset, or contact the COU Security Administrator.
Return to the login page

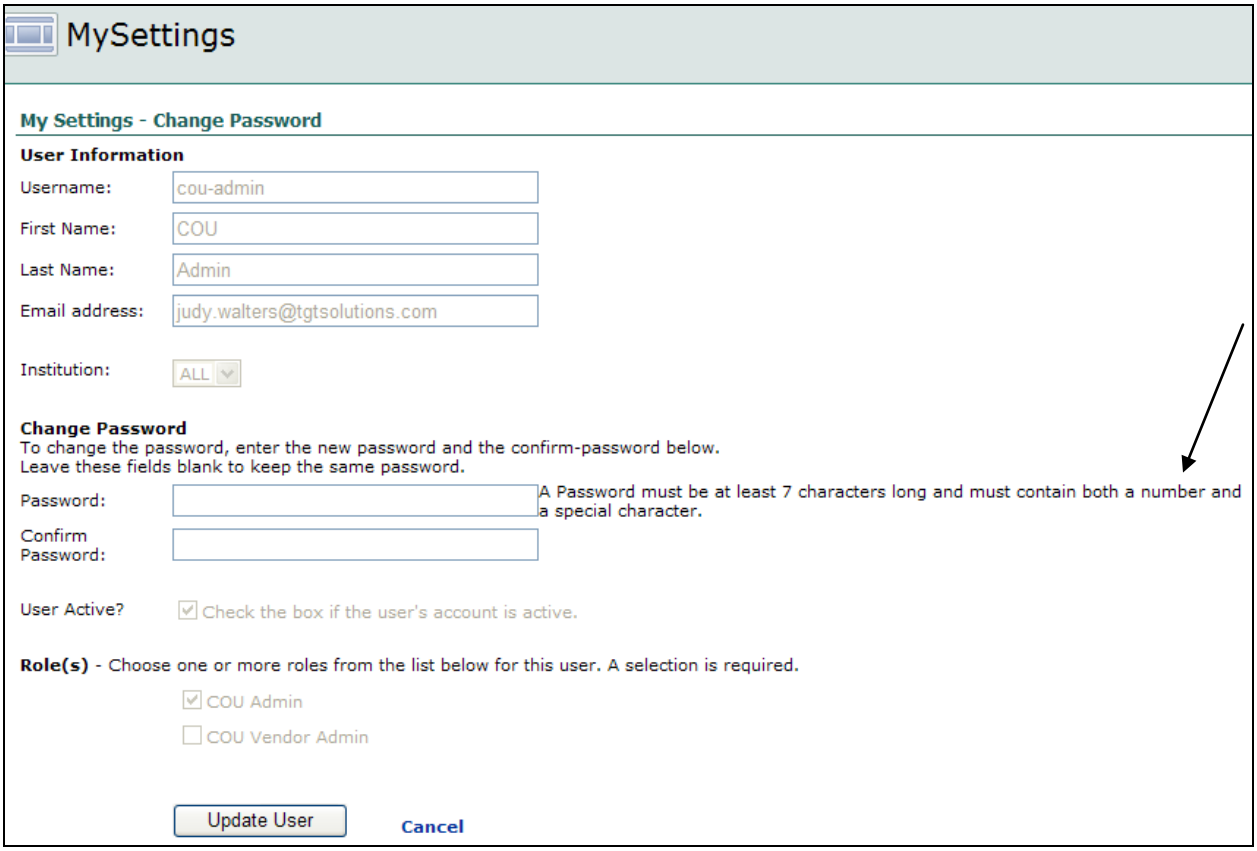
At that point, the system will ask the User to enter the Username they want the application to change the password on. If a User has two User names in the application, they will have to reset the password on each User name account, if they cannot remember either.

Users Changing their own Password

Log in to the COU-COFO Online Reporting Application. Once logged in, the system will display the Home Page. Click on the drop down box in the upper right hand corner of the screen (beside the Welcome message) and select My Settings.



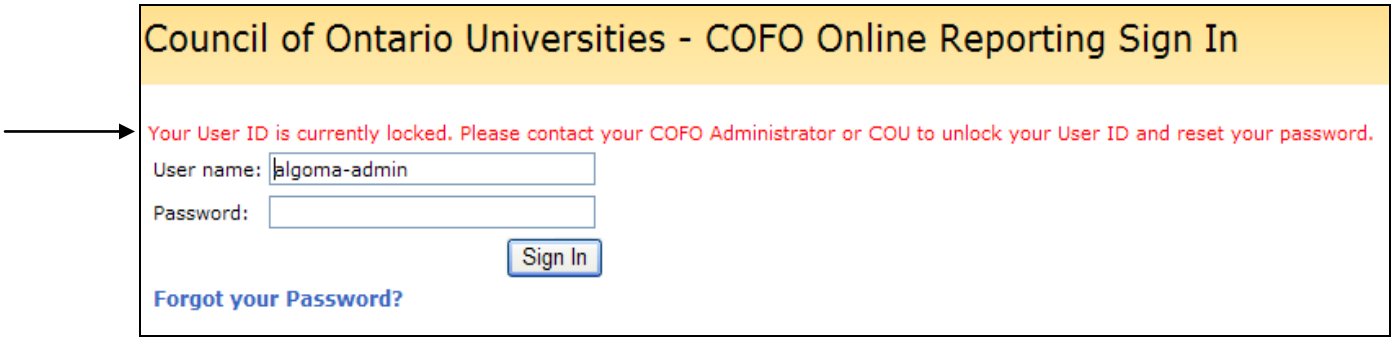
The 'My Settings – Change Password' page will appear. Enter the new Password and the Confirm Password information and click on the 'Update User' button. The Password must conform to the standards defined by COU. The standard is noted on the page beside the password boxes for ease of reference.


MySettings
My Settings - Change Password
User Information
Username:
cou-admin
First Name:
COU
Last Name:
Admin
Email address:
judy.walters@tgtsolutions.com
Institution:
ALL
Change Password
To change the password, enter the new password and the confirm-password below.
Leave these fields blank to keep the same password.
Password:
A Password must be at least 7 characters long and must contain both a number and a special character.
Confirm Password:
User Active?
Check the box if the user's account is active.
Role(s) - Choose one or more roles from the list below for this user. A selection is required.
COU Admin
COU Vendor Admin
Update User
Cancel

User Account is Locked Out

If a User has tried to log in to the application five times and they have been unsuccessful each time, the application will lock out the User name they were trying to log into the application with.

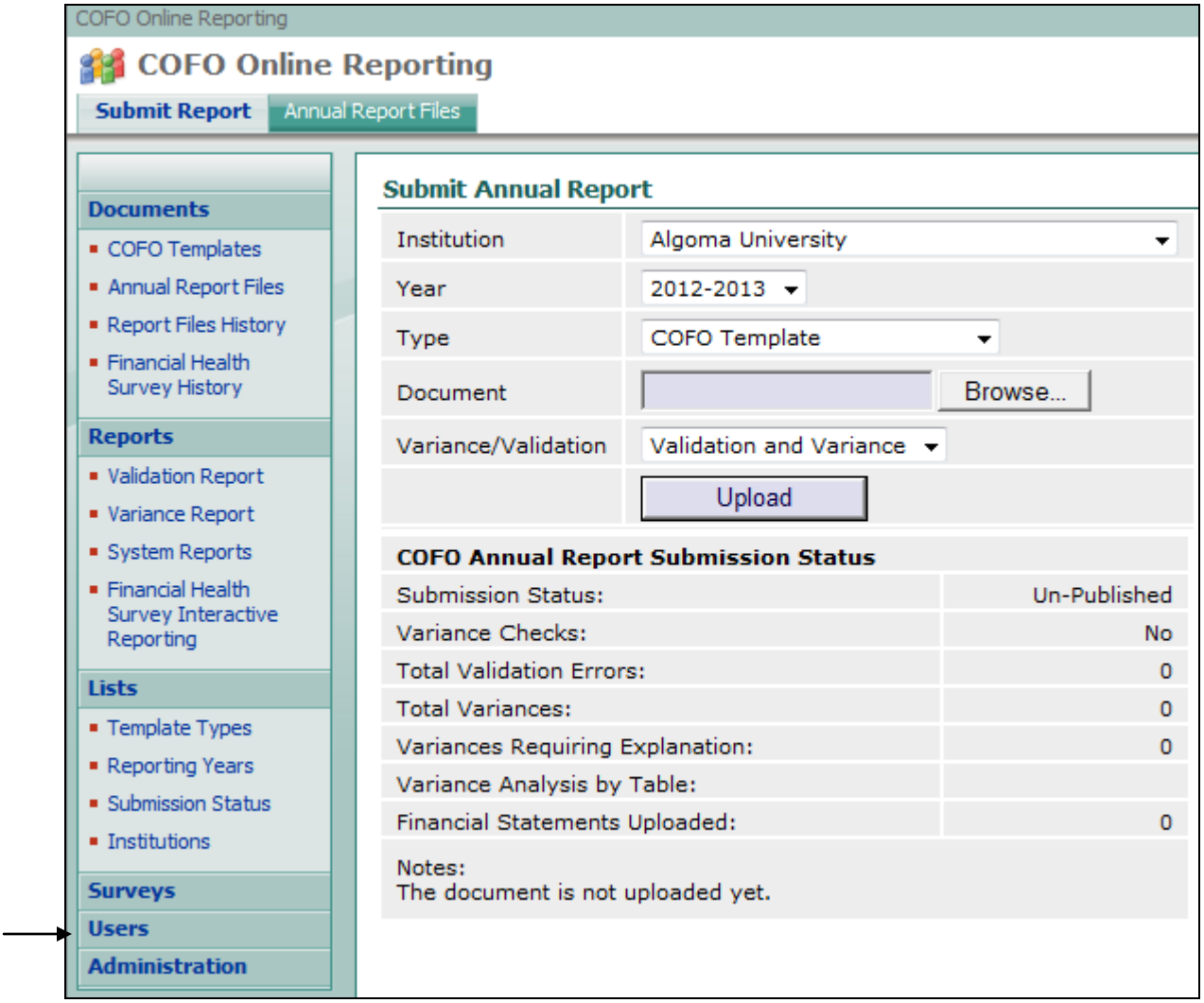
A message will be displayed on the log in page telling the User their account is locked. At which time, they will need to have the COU Administrator or the COFO Administrator for their University unlock their User name.


Council of Ontario Universities - COFO Online Reporting Sign In
Your User ID is currently locked. Please contact your COFO Administrator or COU to unlock your User ID and reset your password.
User name:
algoma-admin
Password:
Sign In
Forgot your Password?

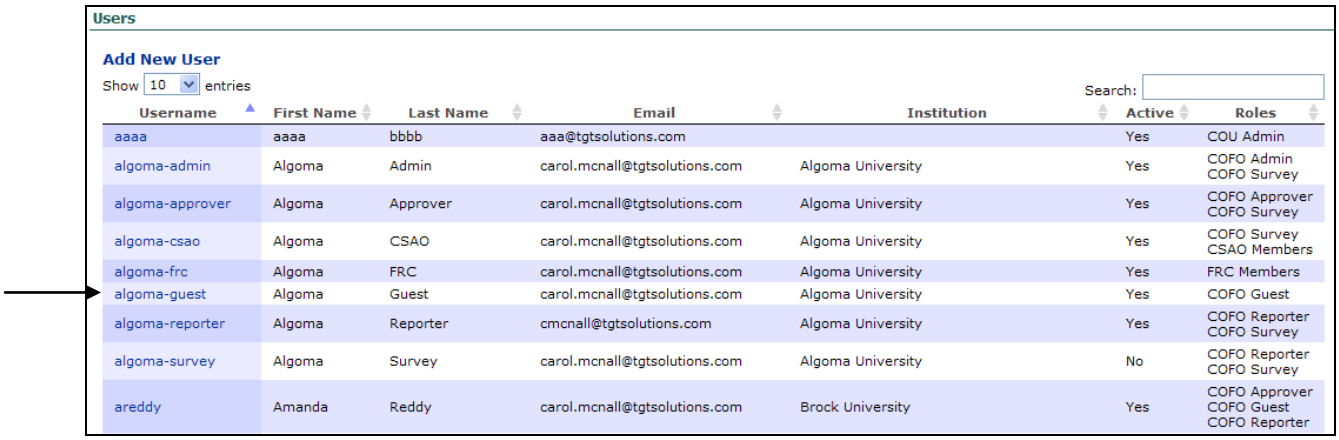
Unlocking a User

If a user has tried to log in to the application five times and has been unsuccessful, the user name they were trying to log into will be locked by the application.

To unlock a User, log in to the COU-COFO Online Reporting Application as COU Administrator or the COFO Administrator. From the Home Page, select the 'Users' menu option.



When the ‘User List’ page appears, click on the Username to be unlocked.



Users

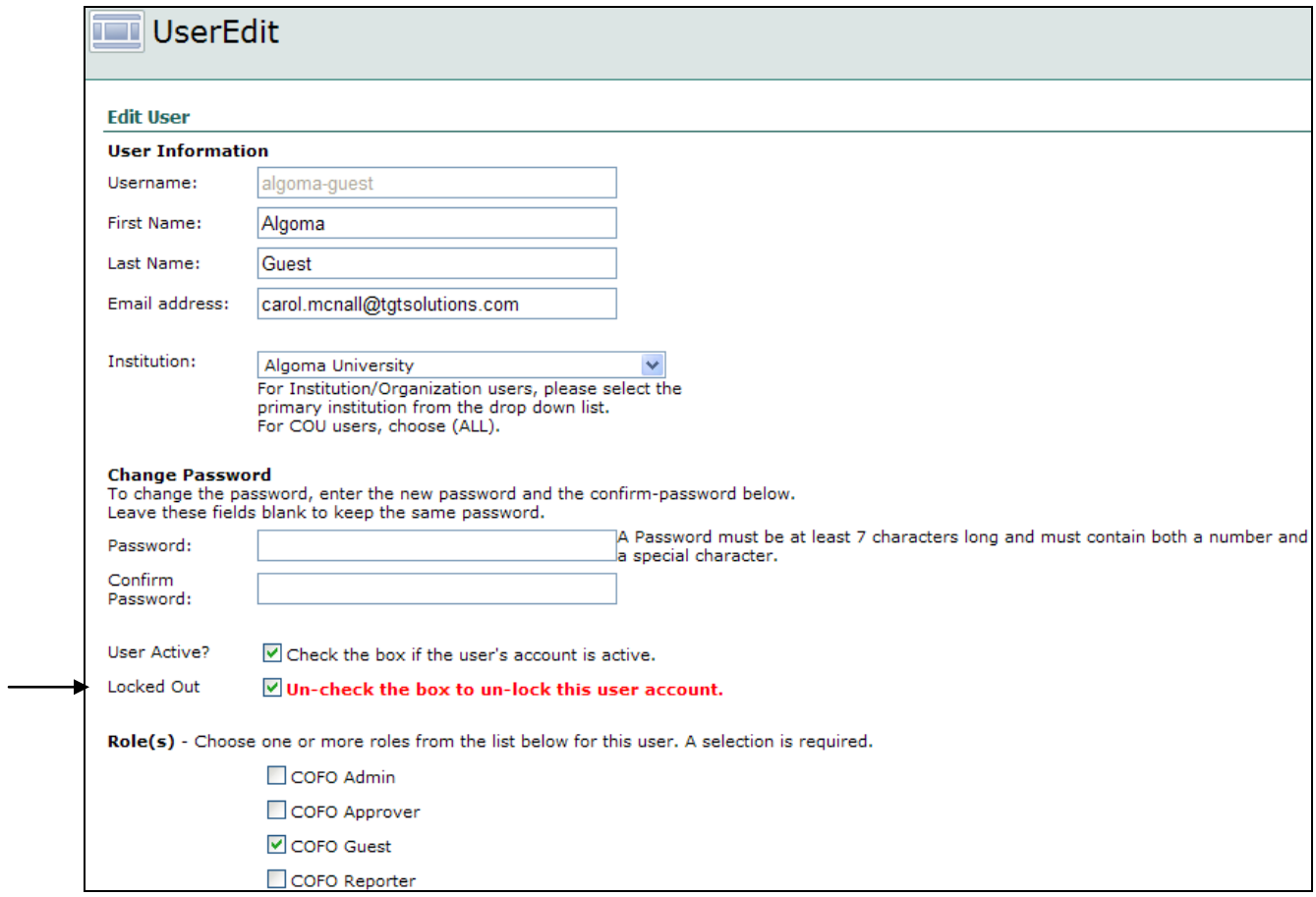
Add New User

Show 10 entries

Search:

Username	First Name	Last Name	Email	Institution	Active	Roles
aaaa	aaaa	bbbb	aaa@tgtsolutions.com		Yes	COU Admin
algoma-admin	Algoma	Admin	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Admin COFO Survey
algoma-approver	Algoma	Approver	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Approver COFO Survey
algoma-csao	Algoma	CSAO	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Survey CSAO Members
algoma-frc	Algoma	FRC	carol.mcnall@tgtsolutions.com	Algoma University	Yes	FRC Members
algoma-guest	Algoma	Guest	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Guest
algoma-reporter	Algoma	Reporter	cmcnall@tgtsolutions.com	Algoma University	Yes	COFO Reporter COFO Survey
algoma-survey	Algoma	Survey	carol.mcnall@tgtsolutions.com	Algoma University	No	COFO Reporter COFO Survey
areddy	Amanda	Reddy	carol.mcnall@tgtsolutions.com	Brock University	Yes	COFO Approver COFO Guest COFO Reporter

The User Information page will appear. Uncheck the ‘Locked Out’ checkbox and click on the Update User button to save the change.



UserEdit

Edit User

User Information

Username: algoma-guest

First Name: Algoma

Last Name: Guest

Email address: carol.mcnall@tgtsolutions.com

Institution: Algoma University

For Institution/Organization users, please select the primary institution from the drop down list.
For COU users, choose (ALL).

Change Password

To change the password, enter the new password and the confirm-password below.
Leave these fields blank to keep the same password.

Password:

A Password must be at least 7 characters long and must contain both a number and a special character.

Confirm Password:

User Active? Check the box if the user's account is active.

Locked Out **Un-check the box to un-lock this user account.**

Role(s) - Choose one or more roles from the list below for this user. A selection is required.

- COFO Admin
- COFO Approver
- COFO Guest
- COFO Reporter

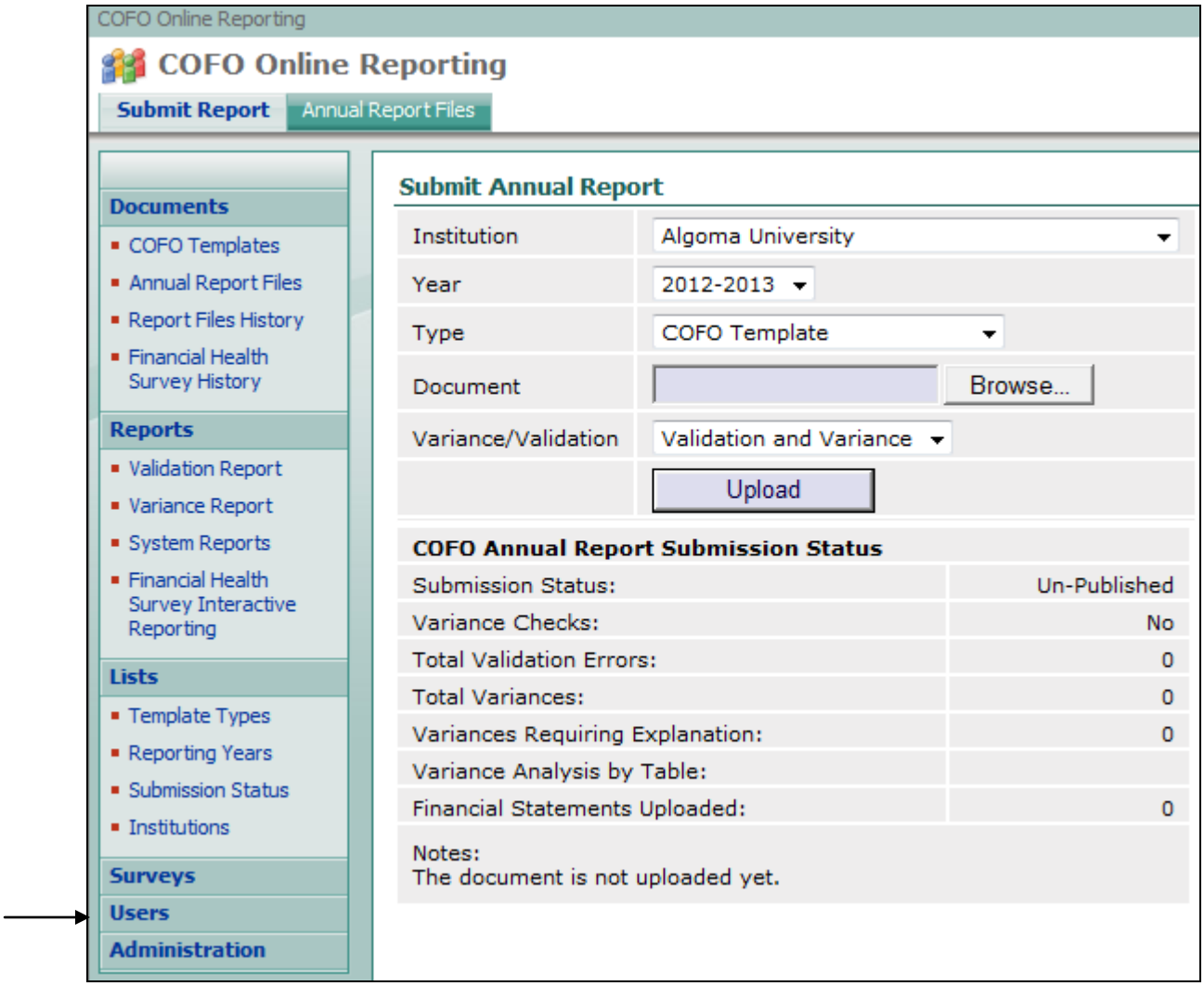
Deleting a User

If a user no longer requires access to the COU-COFO Online Reporting Application, they can be deleted from the application. The COU Admin will be able to delete any user in the application, while the COFO Administrators will only be able to delete users associated with their University or Affiliate.

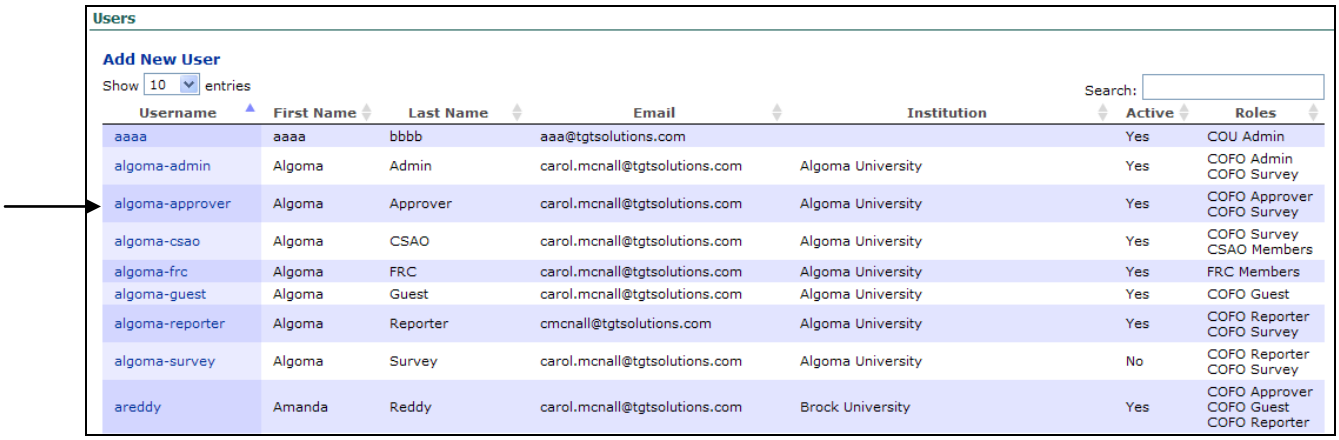
It is important to note that the delete function only removes the User from the User page. It does not remove any reference to the user in tables or logs if they completed various functions in the application (e.g. entering Survey information).

Deleted users can be re-added should the need arise. Follow the Add user process to re-add the user.

To delete a User, log in to the COU-COFO Online Reporting Application as COU Administrator or the COFO Administrator. From the Home Page, select the 'Users' menu option.



When the ‘User List’ page appears, click on the Username to be deleted.



Users

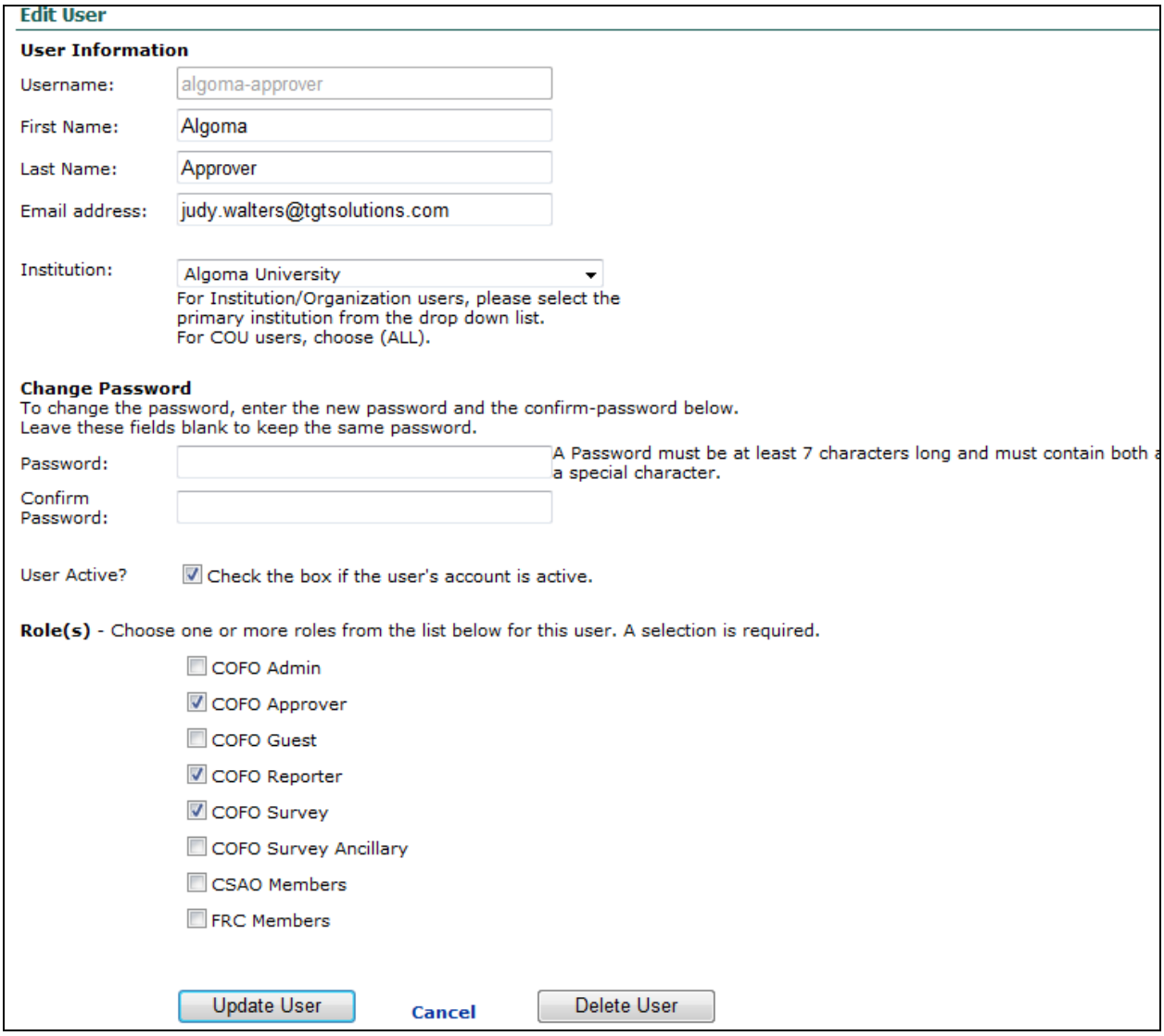
Add New User

Show 10 entries

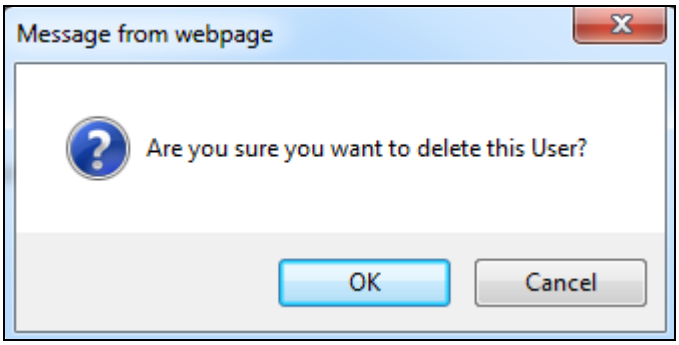
Search:

Username	First Name	Last Name	Email	Institution	Active	Roles
aaaa	aaaa	bbbb	aaa@tgtsolutions.com		Yes	COU Admin
algoma-admin	Algoma	Admin	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Admin COFO Survey
algoma-approver	Algoma	Approver	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Approver COFO Survey
algoma-csao	Algoma	CSAO	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Survey CSAO Members
algoma-frc	Algoma	FRC	carol.mcnall@tgtsolutions.com	Algoma University	Yes	FRC Members
algoma-guest	Algoma	Guest	carol.mcnall@tgtsolutions.com	Algoma University	Yes	COFO Guest
algoma-reporter	Algoma	Reporter	cmcnall@tgtsolutions.com	Algoma University	Yes	COFO Reporter COFO Survey
algoma-survey	Algoma	Survey	carol.mcnall@tgtsolutions.com	Algoma University	No	COFO Reporter COFO Survey
areddy	Amanda	Reddy	carol.mcnall@tgtsolutions.com	Brock University	Yes	COFO Approver COFO Guest COFO Reporter

The User Information page will appear

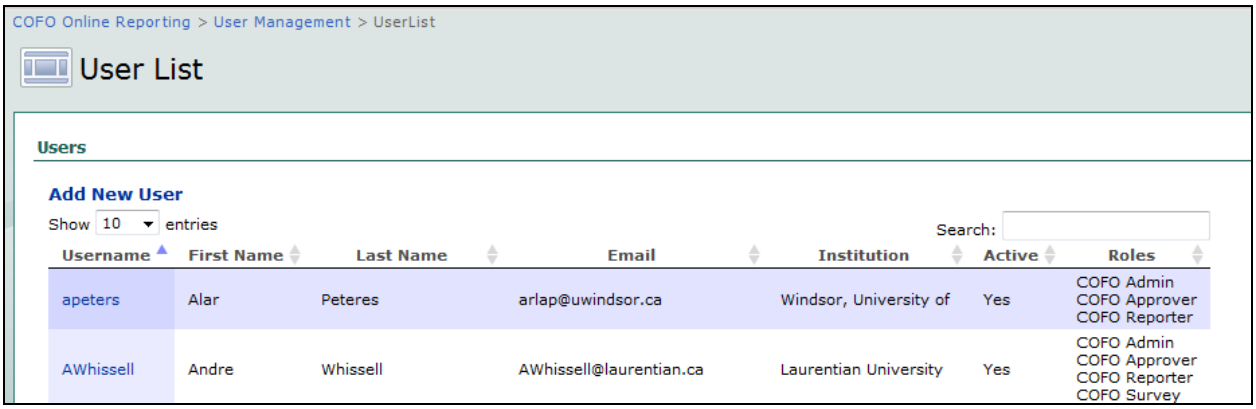


At the bottom of the page, click on the Delete User button. The following message will appear confirming that you want to delete the user:



Click on the OK button to proceed - the Cancel to return to the User Information page.

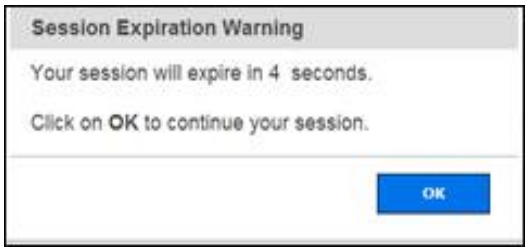
Once the user is deleted, the application will return you to the User List page. The user removed will no longer appear in the list.



System Time-out Notification

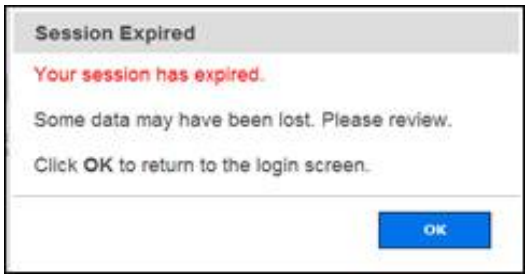
When you log into the application, there are settings that track when you log in and whether or not your session is active. To control connections, the application is designed to time out your session if 60 minutes has passed with no activity.

About 10 seconds prior to the application timing you out, the following message will appear to advise you that your session is about to expire:



If you click on the OK button before the countdown gets to zero, you will reset your timeout minutes to 60 and you can continue with what you were doing in the application.

If you don't click on the OK button, the following message appears:

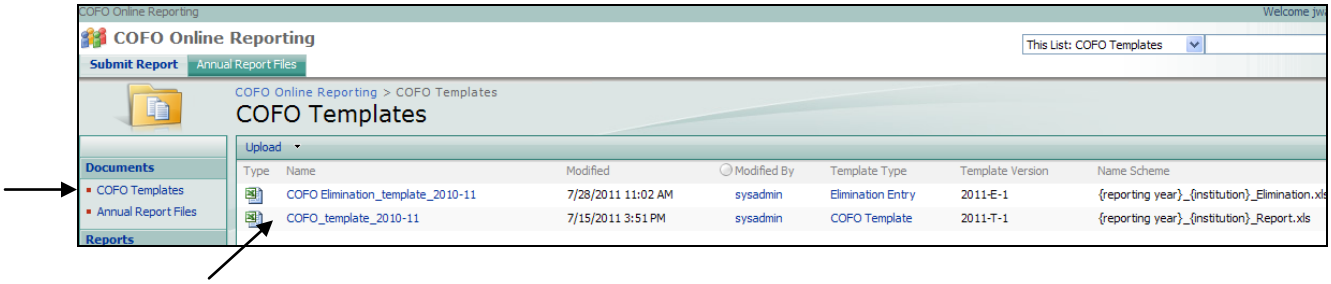

Session Expired
Your session has expired.
Some data may have been lost. Please review.
Click OK to return to the login screen.
OK

Once this message appears, you have been disconnected from the application and you will have to log back in to resume your updates. It is important to note that if you had not saved your updates prior to the system timing you out, you will have lost any changes that were not saved.

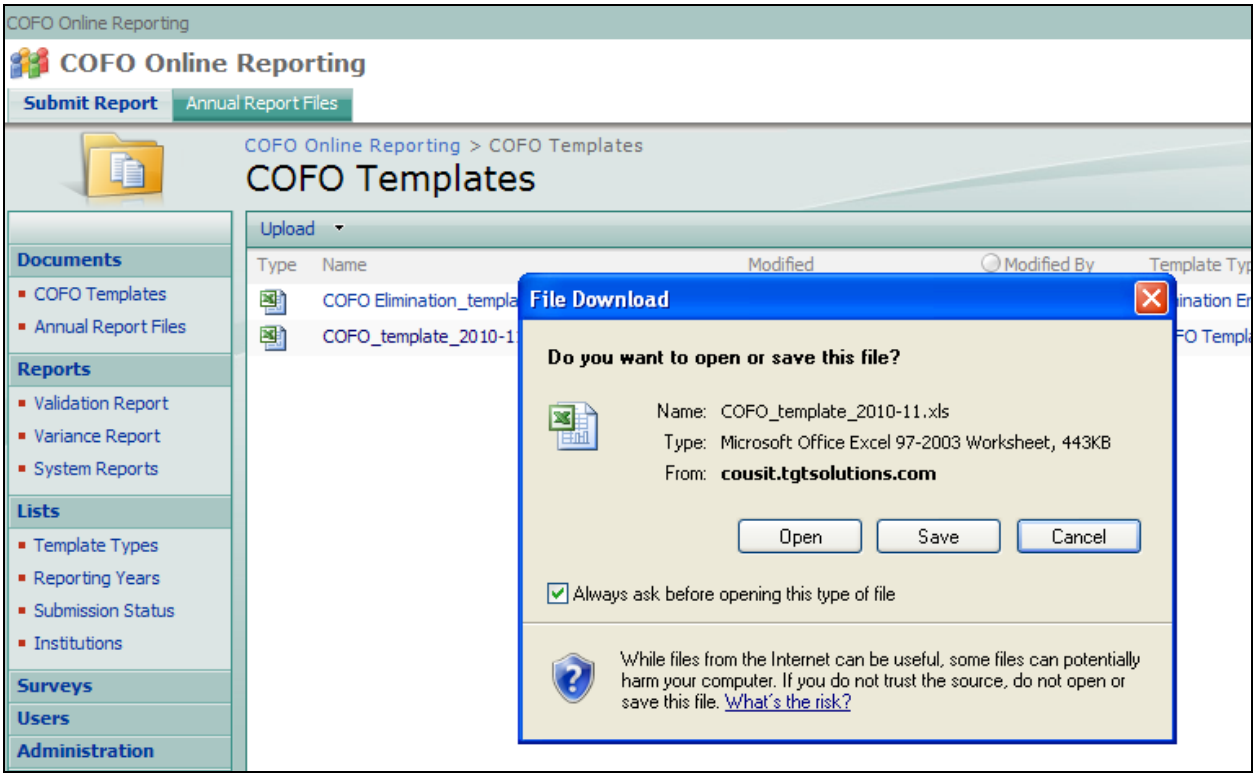
2. Templates

Obtaining a copy of the current year COFO Template or Elimination Entry Template

Log into the COU-COFO Online Reporting Application. From the Home Page go to the Documents Section and select the 'COFO Templates' menu option. The following page will appear:



Click on the 'COFO Template' or the 'Elimination Entry' file under the Name column to download and save a copy to Excel.



Template Upload Process Overview

When the Institution has completed the update of the Templates in Excel, they are ready to upload them into the COU-COFO Online Reporting Application.

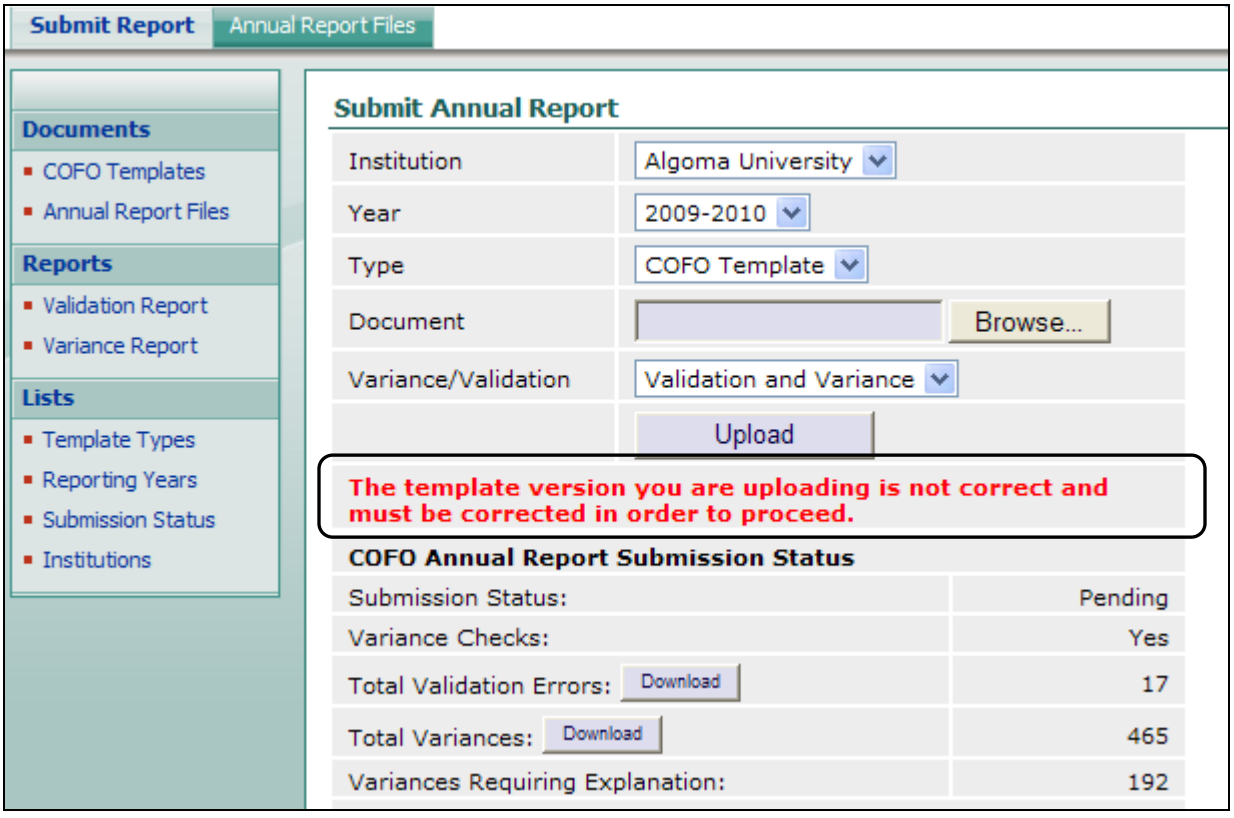
When entering information into the excel templates, the following items must be kept in mind:

- All numbers are to be entered as even thousands.
- No decimals are to be entered in either template.
- Do not enter dashes or spaces in any excel entry fields.
- Do not enter negative numbers in the Elimination template. They are added by the application during the upload process.

During the template upload process, the application completes a series of checks and validations to ensure the integrity of the template submission. The first check that the system completes is the Version Control Check.

Version Control Check

If the version of the template that the user is trying to upload does not agree to the Version Control Number associated with the Template type, the application will not proceed to the next series of checks. It will return a message to the user advising them that they are using the wrong template version and it has to be corrected in order to proceed. See snapshot below for a copy of the message.

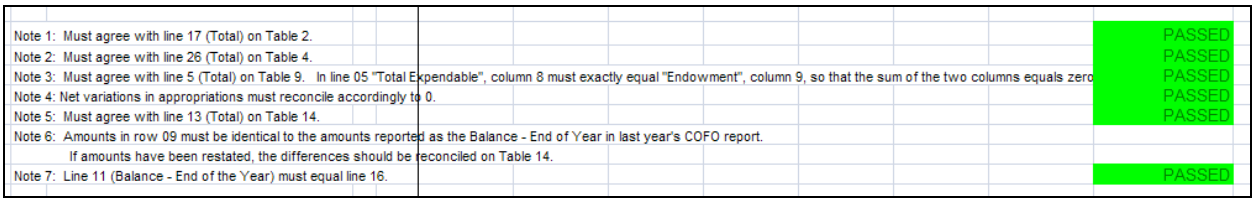


Once the version control check is complete and successful, the application will do the Validation or Validation and Variance checks depending on the options selected on the Submit Annual Report page.

Validation

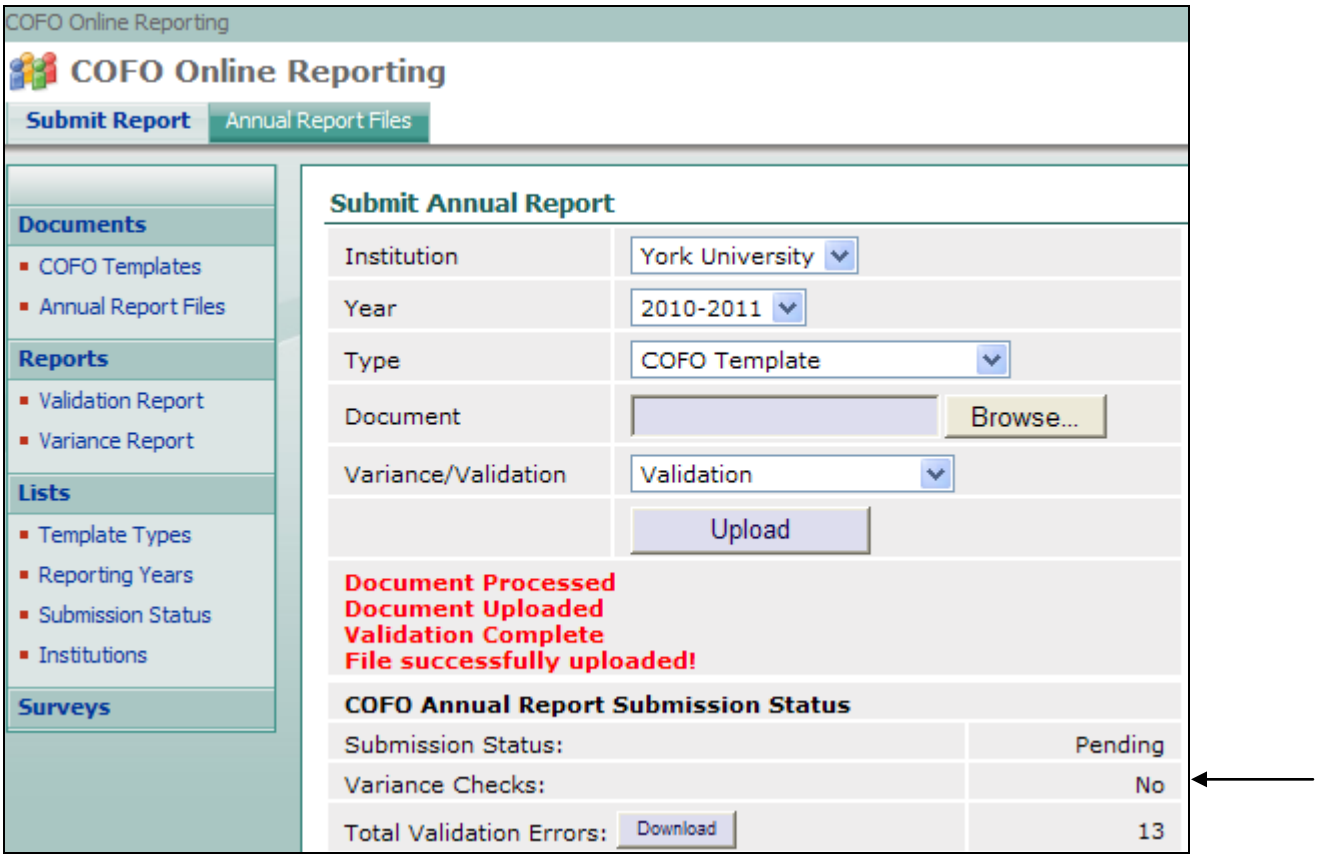
The validation check process performs two separate checks. The first check looks at the Opening Balances on Table 1 to see if they agree to the Closing Balances from last year's submission.

The second check process confirms that all of the checks listed at the bottom of each table in the excel template are in a 'Passed' status. If any of the checks are in an Error status, the validation process will report a validation error for this check. It is important to note that Warning messages are not flagged as errors by the Validation process.



Note 1: Must agree with line 17 (Total) on Table 2.	PASSED
Note 2: Must agree with line 26 (Total) on Table 4.	PASSED
Note 3: Must agree with line 5 (Total) on Table 9. In line 05 "Total Expendable", column 8 must exactly equal "Endowment", column 9, so that the sum of the two columns equals zero	PASSED
Note 4: Net variations in appropriations must reconcile accordingly to 0.	PASSED
Note 5: Must agree with line 13 (Total) on Table 14.	PASSED
Note 6: Amounts in row 09 must be identical to the amounts reported as the Balance - End of Year in last year's COFO report.	
If amounts have been restated, the differences should be reconciled on Table 14.	
Note 7: Line 11 (Balance - End of the Year) must equal line 16.	PASSED

If the Validation option is selected, it will only check for Validation errors and will notify the user as to how many Validation errors were found. The system will also indicate that Variance checks were not done by putting a No beside the Variance Check row.



It is important to note that when Validation is the option chosen, the template cannot be submitted up to the next level (Ready for Approval) until **both** Validation and Variance have been run, the Validation Errors have been corrected and all Variances have been explained.

Validation and Variance

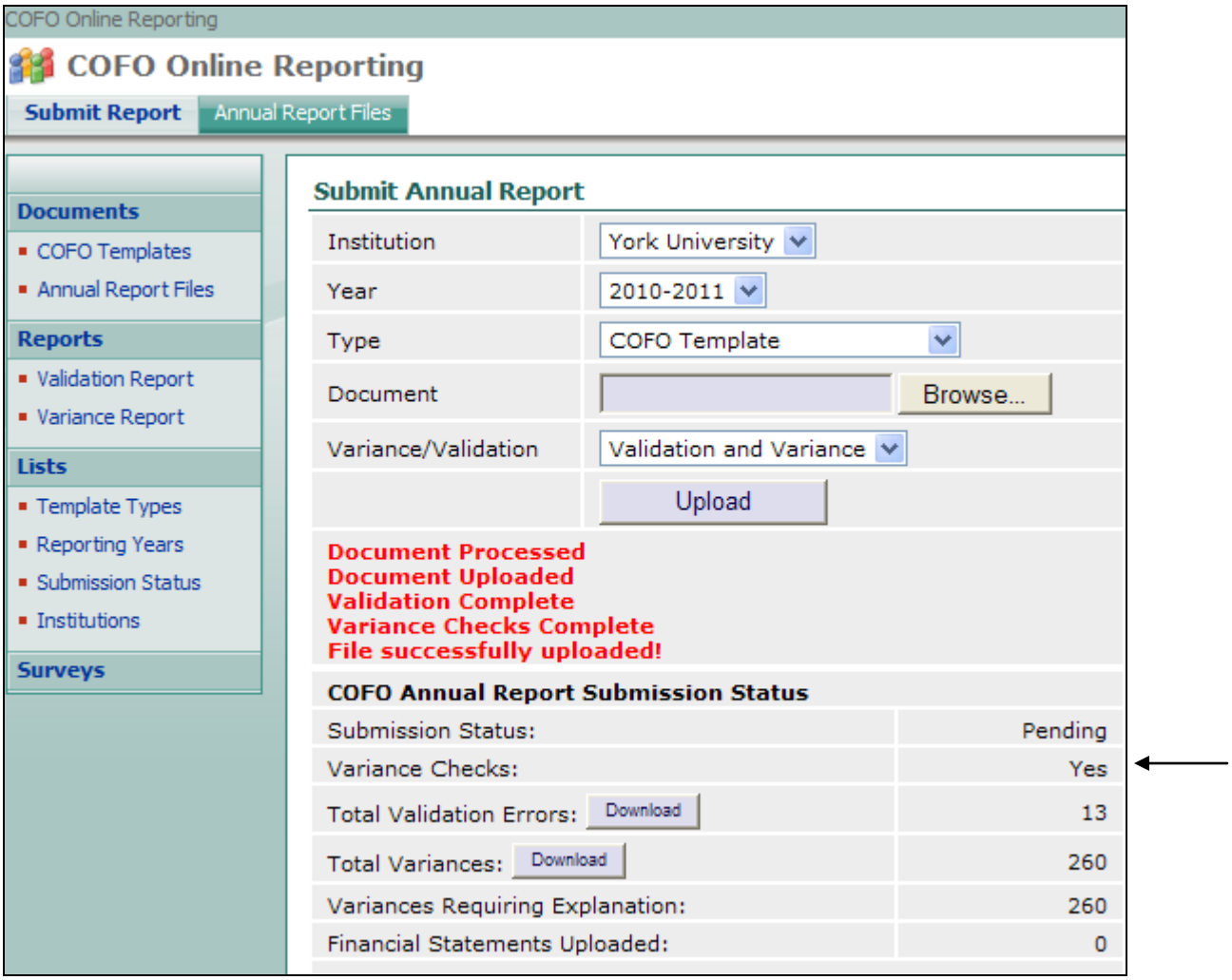
The Validation and Variance process will check that there are no validation errors in the template and it will identify any Variances that have to be explained.

The Variance process checks the following:

- Whether or not any of the salaries and wages and benefits in the submission change by +/- 20% year over year and whether the change is equal to and greater or less than $100,000.
- Whether or not any of the expenses (excluding the salaries and wages and benefits) in the submission change by +/- 50% year over year and whether the change is equal to and greater or less than $100,000.
- Whether or not any of the revenues in the submission change by +/- 50% year over year and whether the change is equal to and greater or less than $100,000.

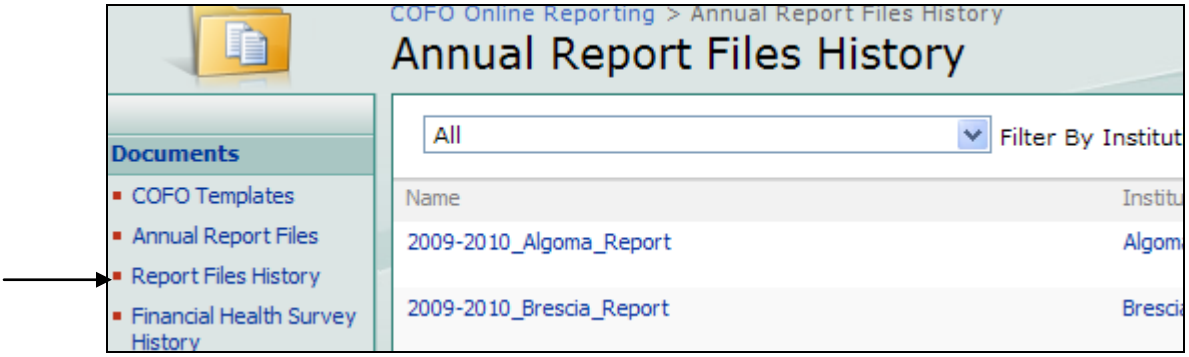
Once the process is complete the 'Submit Annual Report' page will indicate what differences were found for each of the checks. When the Validation and Variance option is selected, the

system will indicate that this option was chosen by putting a ‘Yes’ beside the Variance Checks status.



Reviewing Previous Template Submissions

As each reporting year is rolled over for the next reporting year to start, all of the annual template files submitted are moved to the Report Files History page, which can be accessed from the Document menu section.



This page contains all of the submissions from 2008-2009 forward. Only the COU Administrator will see all institutions. Universities and Affiliates will only see their own.

The submission can be opened by clicking on the File name and following the prompt boxes. The Open option will request a second sign-in which is not required to open the document so you can click on the X to close the box.

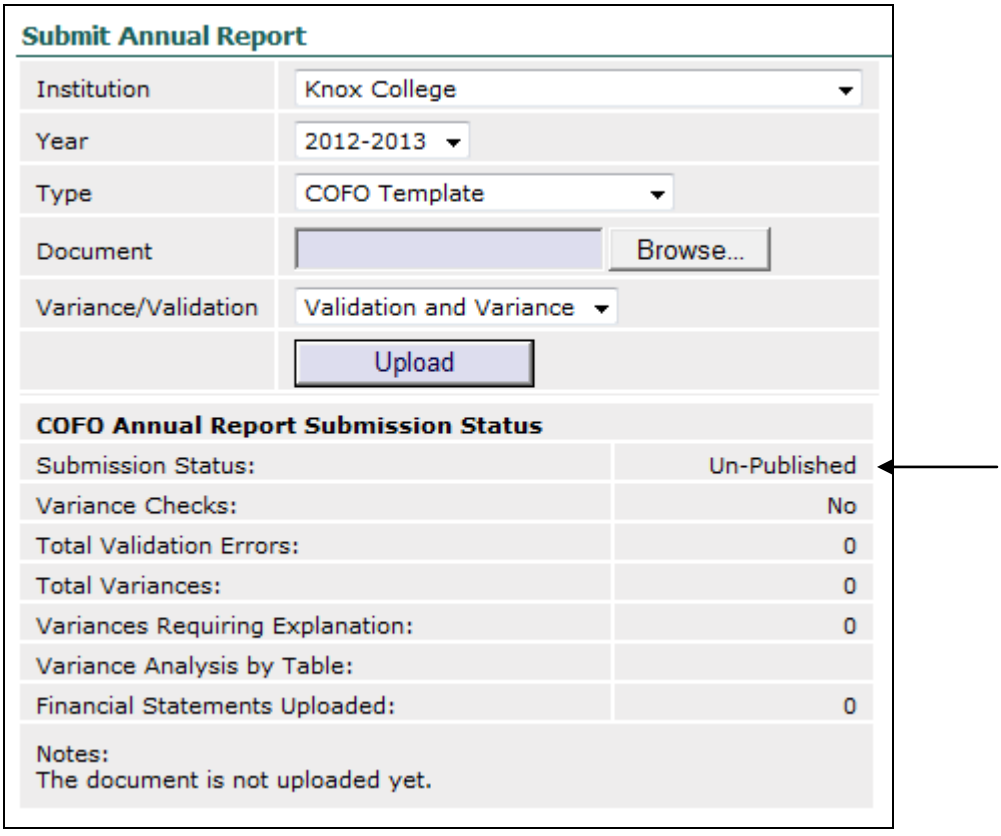
Templates – Uploading and Approving the COFO Template

Step 1 – Getting ready to Upload the Template

Once a COFO template is complete in Excel and it is ready to be uploaded into the COU-COFO Online Reporting Application, the COFO Reporter will log into the application. When you log into the system, the 'Submit Annual Report' Page appears.

If a User is already logged into the system, they can click on the Submit Report tab to see the Submit Annual Report page.

Prior to Uploading a template for an Institution, the status will be Un-Published for the Institution/Year combination.



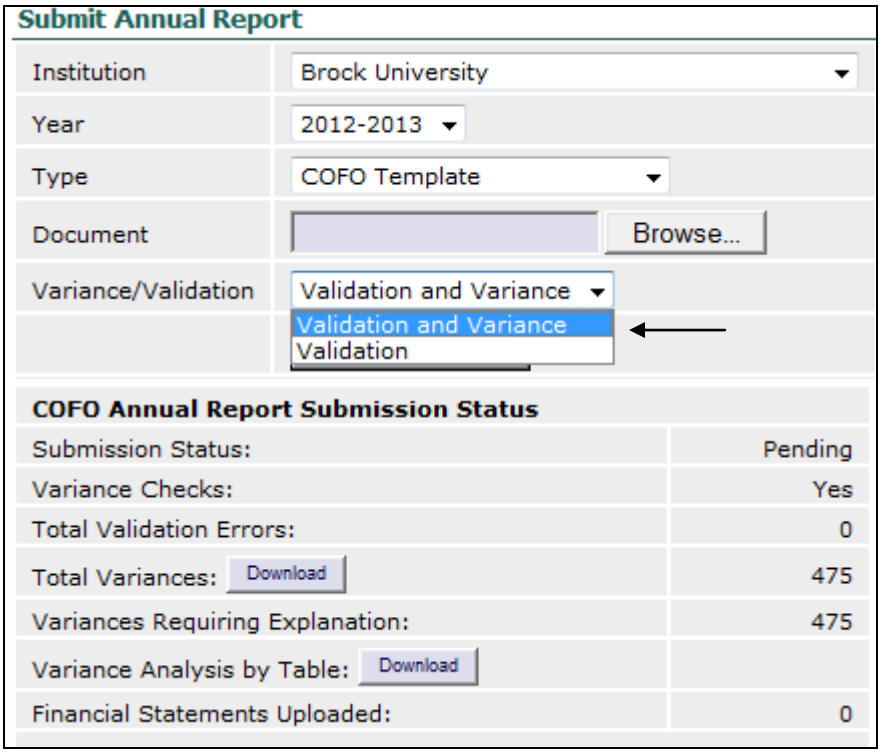
Step 2 – Uploading the Template

The system defaults a number of the field values for you based on defaults set on the page and in your security settings. Using the dropdown arrows beside each option, you can change the defaulted values, if more than one is available.

Click on Browse button beside the Document field and go to your desktop directory where the template is located that you wish to upload. Once located, select it.

In the Variance/Validation field, there are two options to choose from as noted above. Validation will always be required but the COFO Reporter can select:

- Validation and Variance or
- Validation.

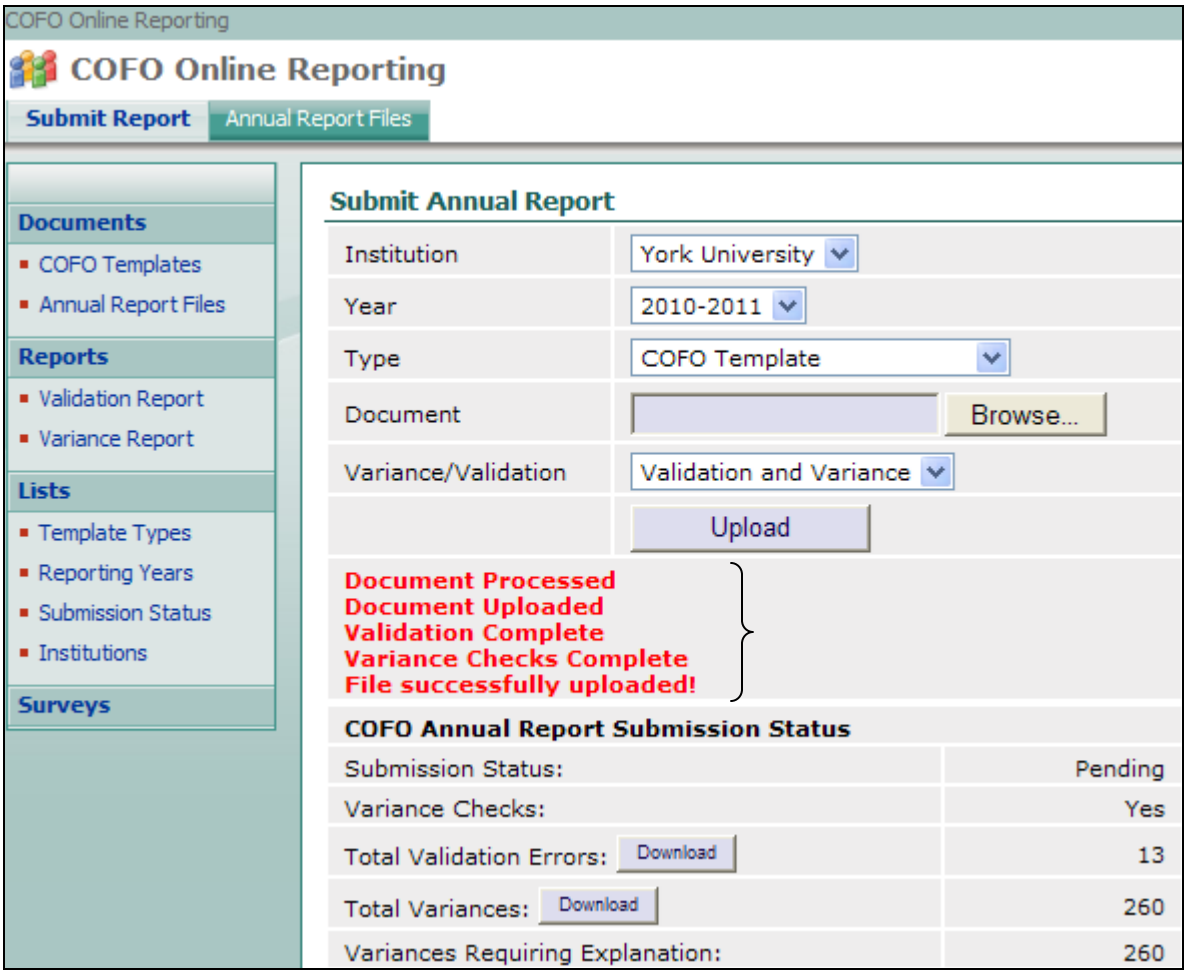


Pick one of the Variance/Validation options and click on the Upload button. The application will do the applicable Version Control Check and the Validation and/or Variance checks, based on what was selected and the Submission Status will change to Pending.

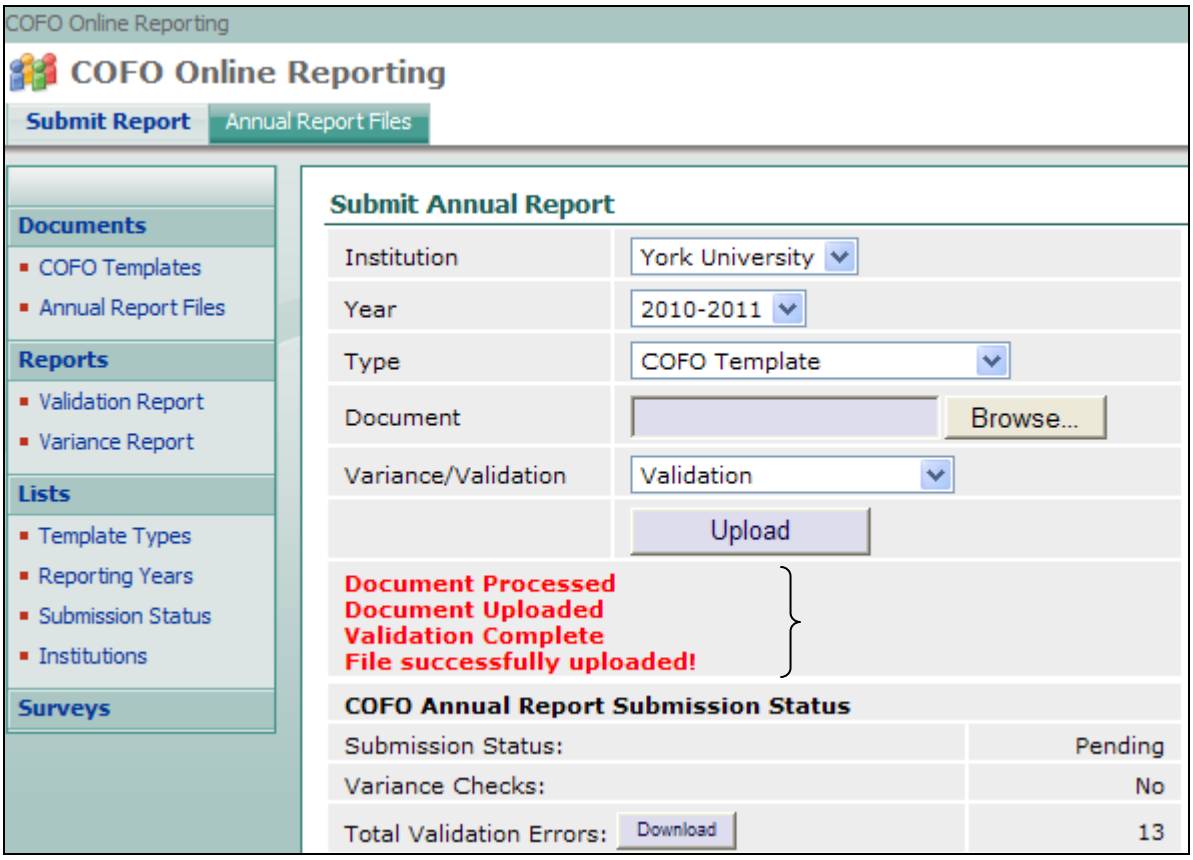
The Section below the Upload button will provide information to the User on the results of the Uploaded template. It will indicate that the document was processed, it was uploaded successfully and what Validation and/or Variance Checks were done.

Screen shots of how the 'Submit Annual Report' page appears after selecting the different Validation or Variance options are as follows:

Validation and Variance



Validation only

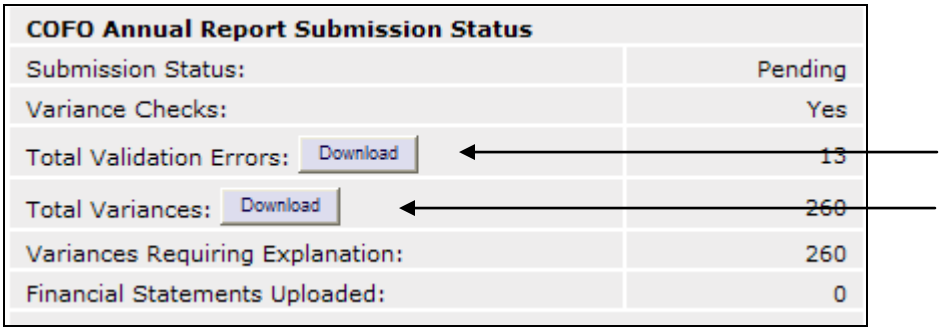


Once the status of the Template upload changes for an Institution from Unpublished to Pending, emails are sent to the COFO Reporter and COFO Approver for the Institution uploaded to advise them that the status has changed. A sample of the email is as follows:

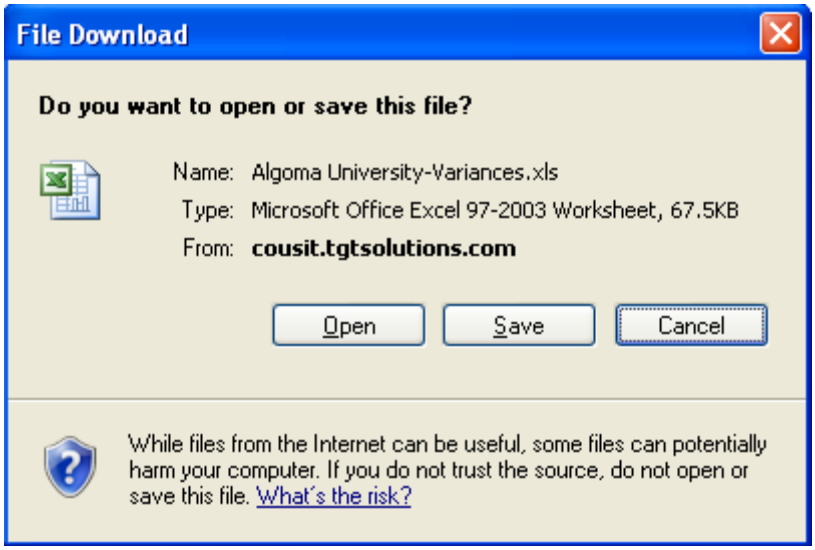
```
Approver Windsor,

Re: Status Change on your COFO Submission to COU

There has been a status change on the
COFO Template submission for Windsor, University of.
The previous status was Un-Published.
The current Status is Pending.
The status was updated by sysadmin
on 5/17/2010.

Please contact COU if there are any questions or concerns.
```

Step 3 – Reviewing Validation Errors and Variances

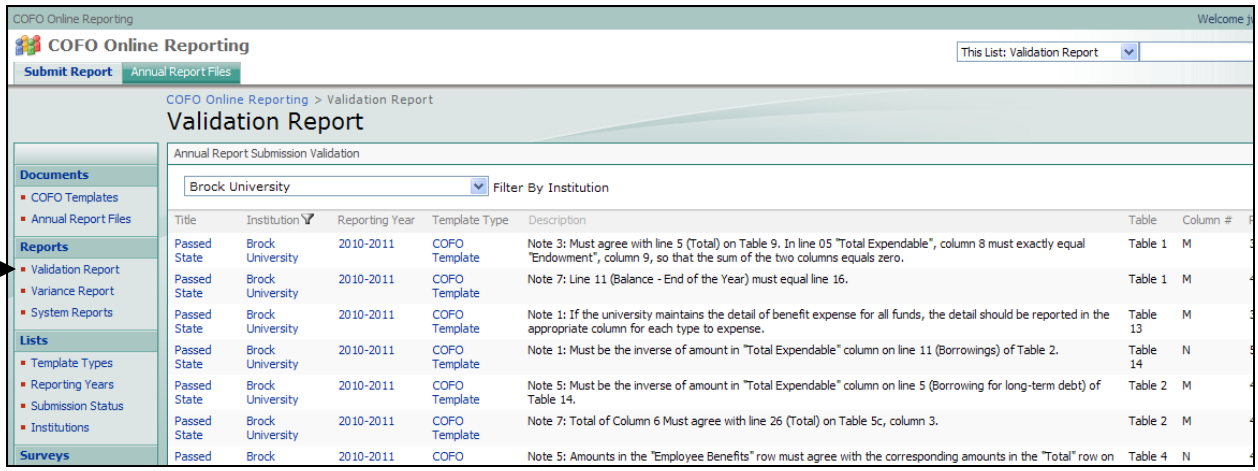
To review the detail on the Validation or Variance Errors click on the Download button beside Total Validation Errors or Total Variances.

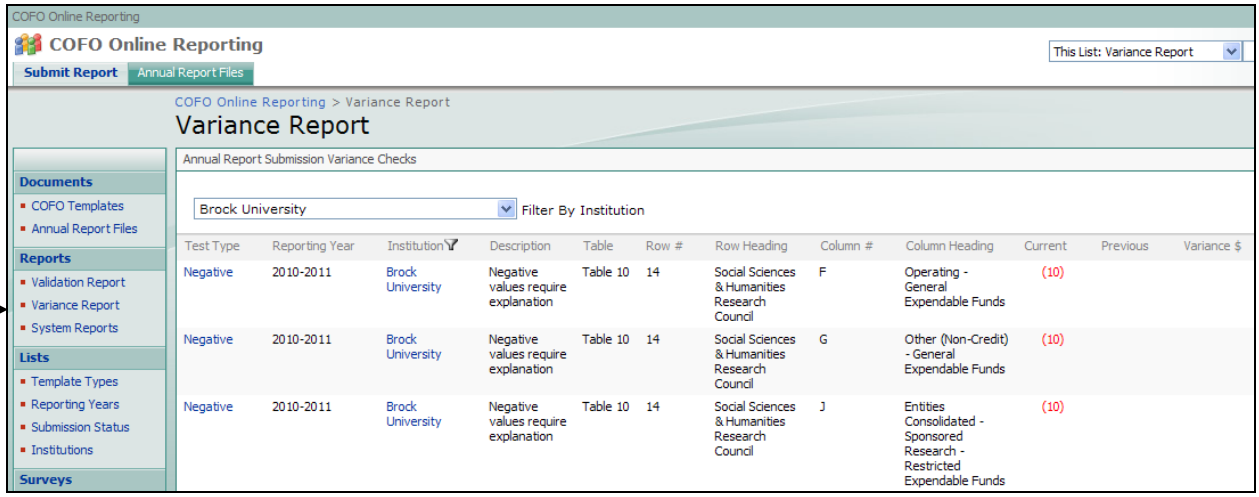

COFO Annual Report Submission Status
Submission Status: Pending
Variance Checks: Yes
Total Validation Errors: Download 13
Total Variances: Download 260
Variances Requiring Explanation: 260
Financial Statements Uploaded: 0

When prompted, the User can either open the file or save it as a Microsoft Office Excel file.


File Download
Do you want to open or save this file?
Name: Algoma University-Variances.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 67.5KB
From: cousit.tgtsolutions.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

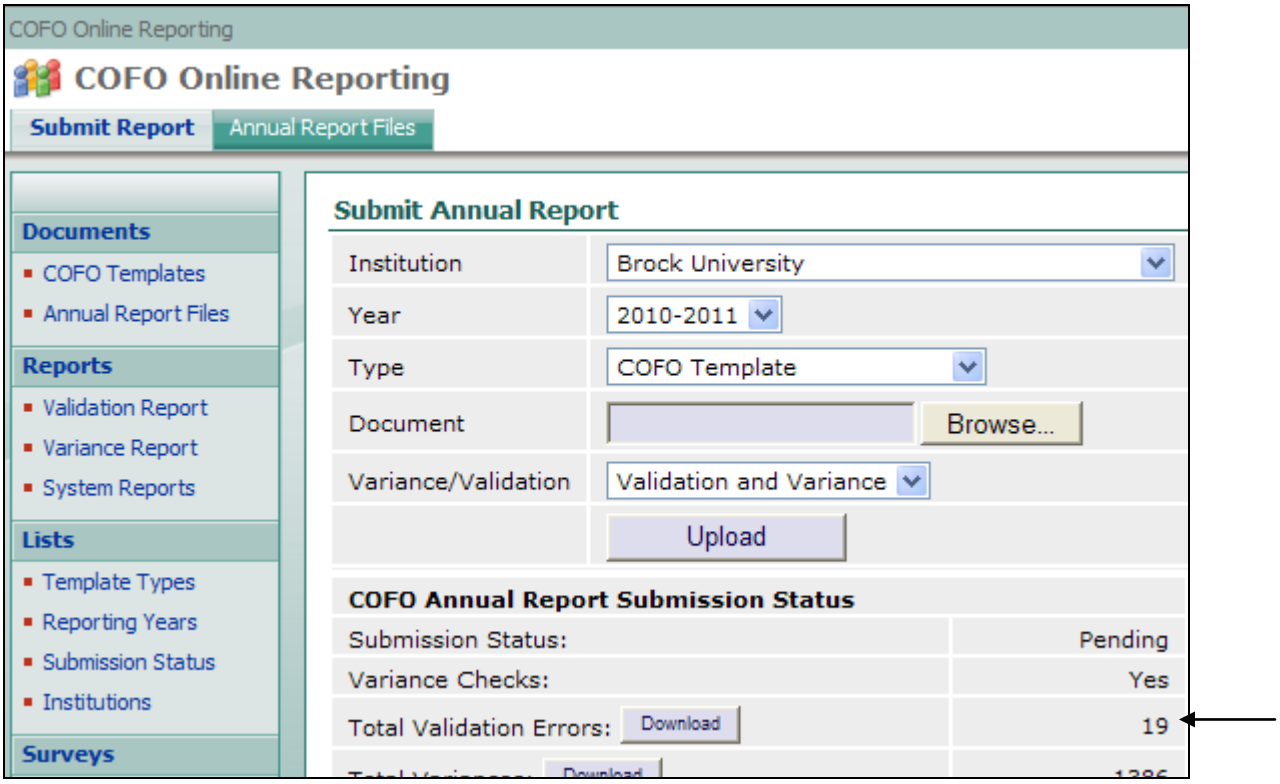
In addition to clicking on the download button to review the Validation Errors and Variances, they can also be reviewed by navigating to the 'Reports' menu and selecting either Validation Report or Variance Report to see the detail.


COFO Online Reporting
COFO Online Reporting
Submit Report
Annual Report Files
This List: Validation Report
COFO Online Reporting > Validation Report
Validation Report
Annual Report Submission Validation
Documents
COFO Templates
Annual Report Files
Reports
Validation Report
Variance Report
System Reports
Lists
Template Types
Reporting Years
Submission Status
Institutions
Surveys
Brock University
Filter By Institution
Title
Institution
Reporting Year
Template Type
Description
Table
Column #
Passed State
Brock University
2010-2011
COFO Template
Note 3: Must agree with line 5 (Total) on Table 9. In line 05 "Total Expendable", column 8 must exactly equal "Endowment", column 9, so that the sum of the two columns equals zero.
Table 1
M
Note 7: Line 11 (Balance - End of the Year) must equal line 16.
Table 1
M
Note 1: If the university maintains the detail of benefit expense for all funds, the detail should be reported in the appropriate column for each type to expense.
Table 13
M
Note 1: Must be the inverse of amount in "Total Expendable" column on line 11 (Borrowings) of Table 2.
Table 14
N
Note 5: Must be the inverse of amount in "Total Expendable" column on line 5 (Borrowing for long-term debt) of Table 14.
Table 2
M
Note 7: Total of Column 6 Must agree with line 26 (Total) on Table 5c, column 3.
Table 2
M
Passed
Brock
2010-2011
COFO
Note 5: Amounts in the "Employee Benefits" row must agree with the corresponding amounts in the "Total" row on
Table 4
N

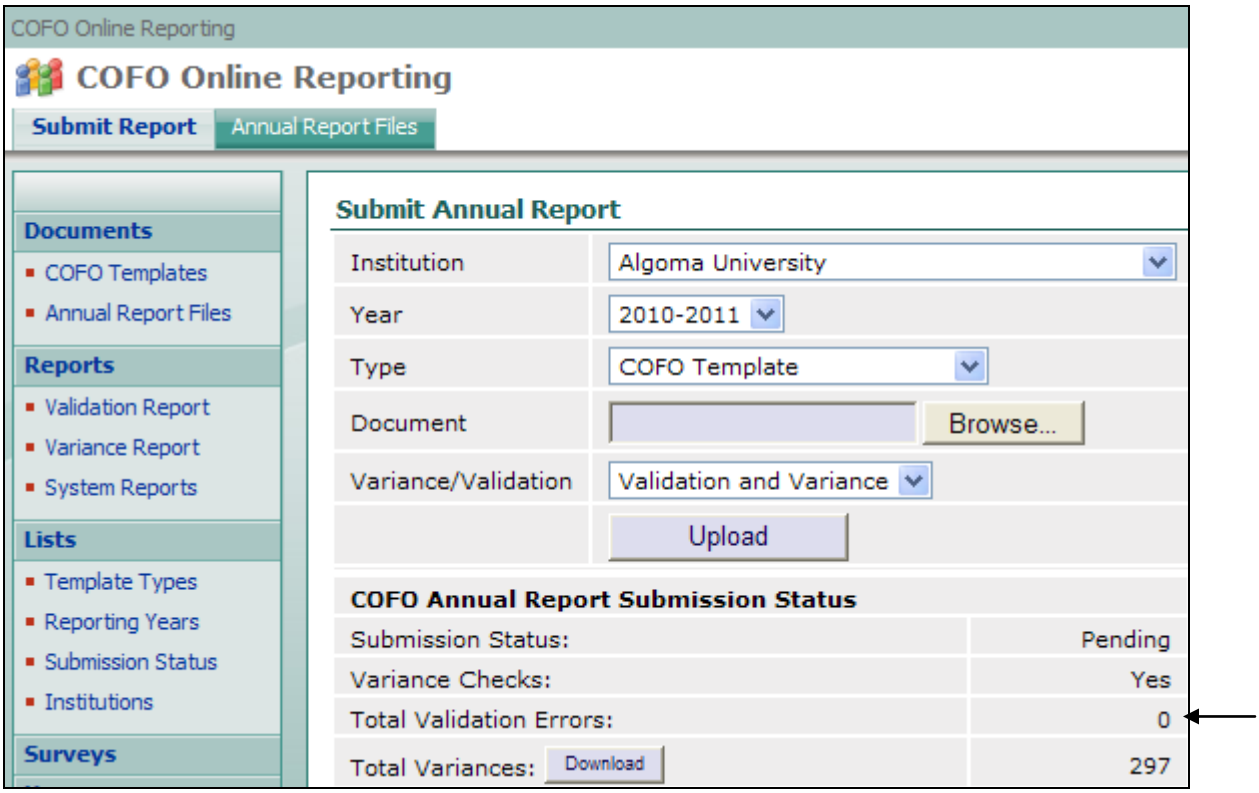


Step 4 – Correcting Validation Errors

When an upload has been completed and Validations errors are found in the submission, as noted on the 'Submit Annual Report' page, they must be corrected in the underlying excel template file that was selected for uploading. The validation error report lists exactly which row and column or validation check is failing. Once the corrections are made to the excel file, it must be uploaded again for Validation.



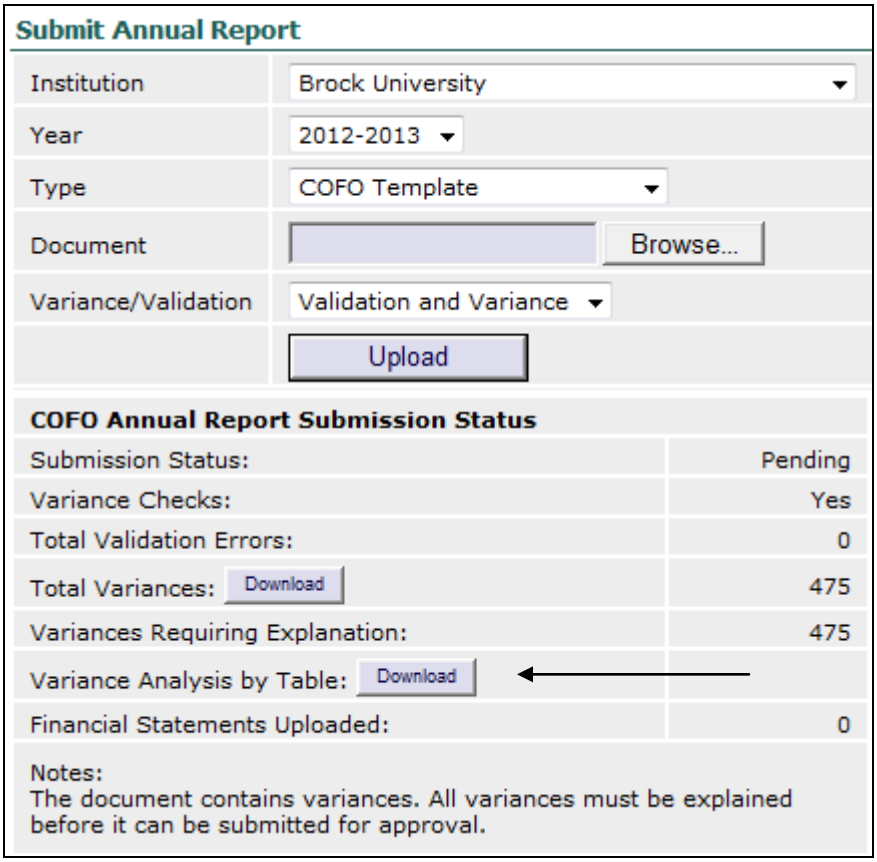
Once all of the Validation errors have been corrected the Total Validation Errors on the 'Submit Annual Report' page will read 0.



Optional Analysis Step: Variance Analysis File and Filter Function for All Tables

Once a template for the current reporting year has been uploaded into the application, a Variance Analysis Report comparing the current year to the previous year for the institution is available on the Submit Report page.

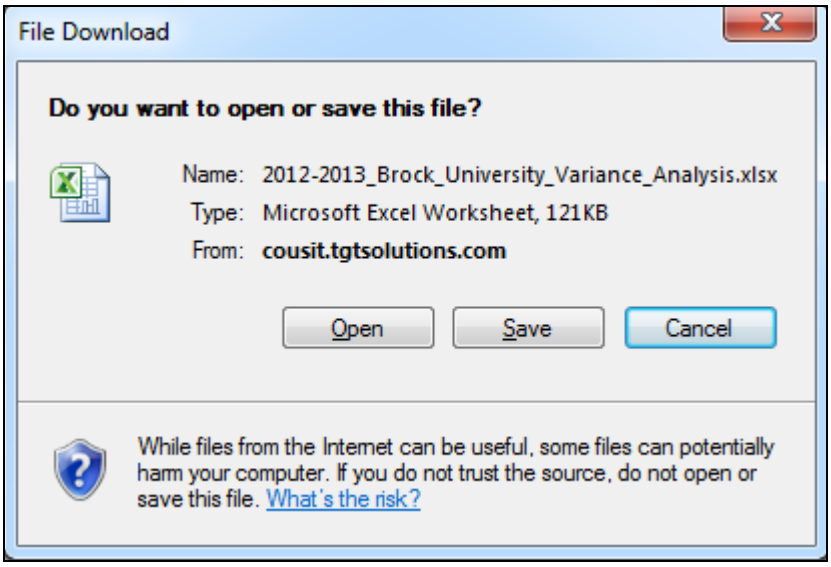
The report is available when the Download button appears beside the Variance Analysis by Table. Prior to uploading a template, the download button will not be visible.



It is important to note that this report does not replace the Variances requiring Explanation reporting or process. It is being provided as an interactive analysis tool.

To review and work with the report, click on the Download button on the Variance Analysis by Table row.

When the File Download box appears, select Open or Save.


File Download
Do you want to open or save this file?
Name: 2012-2013_Brock_University_Variance_Analysis.xlsx
Type: Microsoft Excel Worksheet, 121KB
From: cousit.tgtsolutions.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

You may have to Enable Editing on your desktop, depending on what version of Excel you are using. The following file will appear:

TABLE 1 - SUMMARY OF REVENUE, EXPENSES BALANCE
Year over Year Variance Analysis (000's)
2012-13
Brock University

Find $ Variance: | Find % Variance:

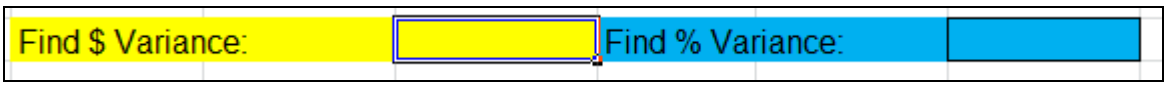
				General Expendable Funds									
				Operating & Other (Non-Credit)									Anc
				Unappropriated			Appropriated				Unappropriated		
				2011/12	$ Variance	% Variance	2012/13	2011/12	$ Variance	% Variance	2012/13	2011/12	$ Variance	% Variance
1.	Total Revenue	+	(01)	221,821	**-52,821**	**-23.81**	0	0	**0**	**0.00**	138,500	29,520	**108,980**	**369.17**
2.	Total Expense	-	(02)	215,872	**4,614,191**	**2137.47**	0	0	**0**	**0.00**	-217,511	29,874	**-247,385**	**-828.09**
3.	Lump Sum Payments	-	(03)	0	**40,000**	**0.00**	0	0	**0**	**0.00**	2,000	0	**2,000**	**0.00**
4.	Net Revenue (Expense)	=	(04)	5,949	**-4,707,012**	**-79122.74**	0	0	**0**	**0.00**	354,011	-354	**354,365**	**########**
5.	Interfund Transfers	+	(05)	-5,703	**38,103**	**-668.12**	0	0	**0**	**0.00**	16,200	-220	**16,420**	**-7463.64**
6.	Net Variation in Appropriations	+	(06)	-2,697	**4,697**	**-174.16**	-2,000	2,697	**0**	**0.00**	15,000	0	**15,000**	**0.00**
7.	Net Increase (Decrease) for the Year per COFO-UO Report	=	(07)	-2,451	**-4,664,212**	**########**	-2,000	2,697	**0**	**0.00**	385,211	-574	**385,785**	**-67209.93**
8.	Net Reconciling Items	+	(08)	-4,310	**1,585,095**	**-36777.15**	0	0	**0**	**0.00**	102,785	574	**102,211**	**17806.79**

The file contains all of the Template tables, rows and columns, with the following exceptions:

- Table 9 has been removed due to the data on the tab
- The free form entry rows from Table 14 have been removed as well.

The file shows the information from the previous and current reporting years, followed by dollar and percentage variance columns.

At the top of each tab in the workbook is a filter and highlight section that can be used by the Institutions for analysis purposes.



When a $ Variance is entered into cell K2 or the box next to the Find $ Variance text, the filter will locate $ variances on the tab that equal or exceed the value entered and highlight them to match the yellow highlight. Note the screen shot below shows all of the variances located that match or exceed the $50,000 variance

TABLE 1 - SUMMARY OF REVENUE, EXPENSES ALANCE
Year over Year Variance Analysis (000's) Find $ Variance: 50000 Find % Variance:
2012-13
Brock University

				General Expendable Funds									
				Operating & Other (Non-Credit)									
				Unappropriated			Appropriated				Unappropriate		
				2011/12	$ Variance	% Variance	2012/13	2011/12	$ Variance	% Variance	2012/13	2011/12	Va
1.	Total Revenue	+	(01)	221,821	-52,821	-23.81	0	0	0	0.00	138,500	29,520	1
2.	Total Expense	-	(02)	215,872	4,614,191	2137.47	0	0	0	0.00	-217,511	29,874	-2
3.	Lump Sum Payments	-	(03)	0	40,000	0.00	0	0	0	0.00	2,000	0	
4.	Net Revenue (Expense)	=	(04)	5,949	-4,707,012	-79122.74	0	0	0	0.00	354,011	-354	3
5.	Interfund Transfers	+	(05)	-5,703	38,103	-668.12	0	0	0	0.00	16,200	-220	
6.	Net Variation in Appropriations	+	(06)	-2,697	4,697	-174.16	-2,000	2,697	0	0.00	15,000	0	
7.	Net Increase (Decrease) for the Year per COFO-UO Report	=	(07)	-2,451	-4,664,212	########	-2,000	2,697	0	0.00	385,211	-574	3
8.	Net Reconciling Items	+	(08)	-4,310	1,585,095	-36777.15	0	0	0	0.00	102,785	574	1
9.	Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	+	(09)	-30,934	-6,761	21.86	28,116	25,419	2,697	10.61	0	0	
10	Prior Period Adjustment		(10)	0	3,123,573	0.00	-26,116	0	0	0.00	1,700	0	

The highlighted cells will change as the $ variance is updated.

When a % Variance is entered into cell N2 or the box next to the Find % Variance text, the filter will locate % variances on the tab that equal or exceed the value entered and highlight them to match the blue highlight. Note the screen shot below shows all of the variances located that match or exceed the 250% variance entered.

TABLE 1 - SUMMARY OF REVENUE, EXPENSES ALANCE
Year over Year Variance Analysis (000's) Find $ Variance: 50000 Find % Variance: 250
2012-13
Brock University

				General Expendable Funds										
				Operating & Other (Non-Credit)										Ancil
				Unappropriated			Appropriated				Unappropriated			
				2011/12	$ Variance	% Variance	2012/13	2011/12	$ Variance	% Variance	2012/13	2011/12	$ Variance	% Variance
1.	Total Revenue	+	(01)	221,821	-52,821	-23.81	0	0	0	0.00	138,500	29,520	108,980	369.17
2.	Total Expense	-	(02)	215,872	4,614,191	2137.47	0	0	0	0.00	-217,511	29,874	-247,385	-828.09
3.	Lump Sum Payments	-	(03)	0	40,000	0.00	0	0	0	0.00	2,000	0	2,000	0.00
4.	Net Revenue (Expense)	=	(04)	5,949	-4,707,012	-79122.74	0	0	0	0.00	354,011	-354	354,365	-100103.11
5.	Interfund Transfers	+	(05)	-5,703	38,103	-668.12	0	0	0	0.00	16,200	-220	16,420	-7463.64
6.	Net Variation in Appropriations	+	(06)	-2,697	4,697	-174.16	-2,000	2,697	0	0.00	15,000	0	15,000	0.00
7.	Net Increase (Decrease) for the Year per COFO-UO Report	=	(07)	-2,451	-4,664,212	190298.33	-2,000	2,697	0	0.00	385,211	-574	385,785	-67209.93
8.	Net Reconciling Items	+	(08)	-4,310	1,585,095	-36777.15	0	0	0	0.00	102,785	574	102,211	17806.79
9.	Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	+	(09)	-30,934	-6,761	21.86	28,116	25,419	2,697	10.61	0	0	0	0.00
10	Prior Period Adjustment		(10)	0	3,123,573	0.00	-26,116	0	0	0.00	1,700	0	1,700	0.00
11	Balance - End of the Year PER FINANCIAL STATEMENTS	=	(11)	-37,695	37,695	-100.00	0	28,116	-28,116	-100.00	489,696	0	489,696	0.00

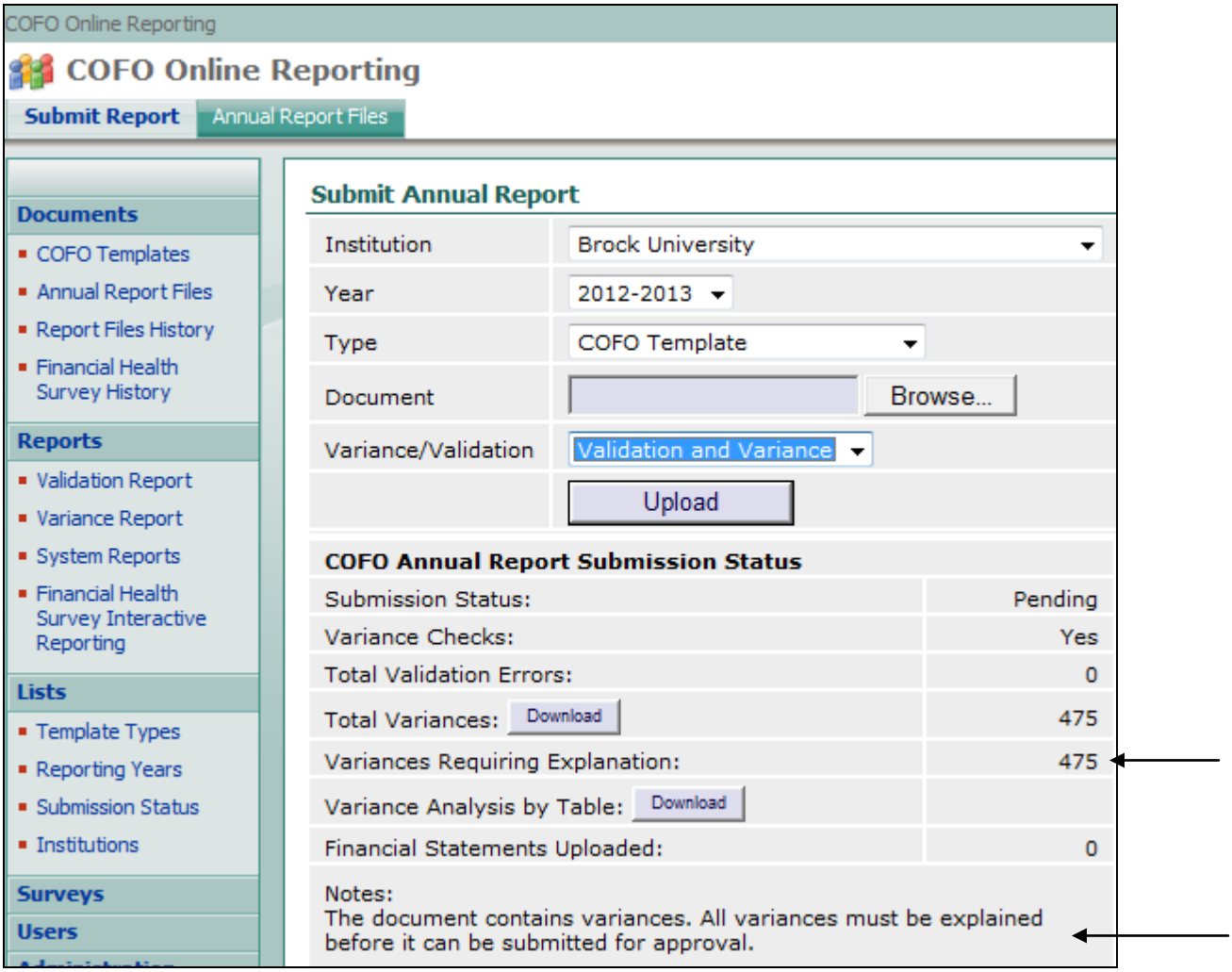
The $ and % variance checks work independently of each other. To clear either of the variance highlights, click on the entry cell (K2 or N2), hit the space bar and enter. All of the highlights will be removed.

Each tab in the workbook has its own filter feature to allow the institutions to select different $ and % amounts by table given the different information on the various tables.

As the Template is re-uploaded with new information, the Variance Analysis report will update with the changed information. You will have to download the report each time to obtain the most up to date information.

Step 5 – Explaining Variances

All variances must be explained before the submission status can be changed from Pending to Ready for Approval.



There are two options to enter Variance explanations, which are as follows:

1. Enter explanations for each variance on the Variance Report page within the application.

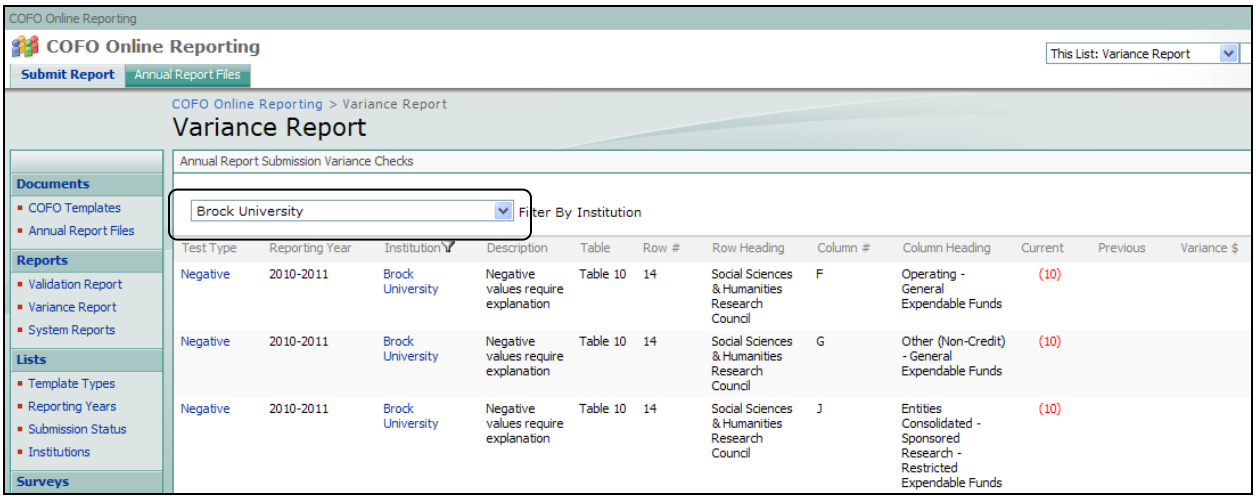
2. Download the Variances to excel, enter the explanations in the excel form and upload the information.

Both methods are described in the following sections.

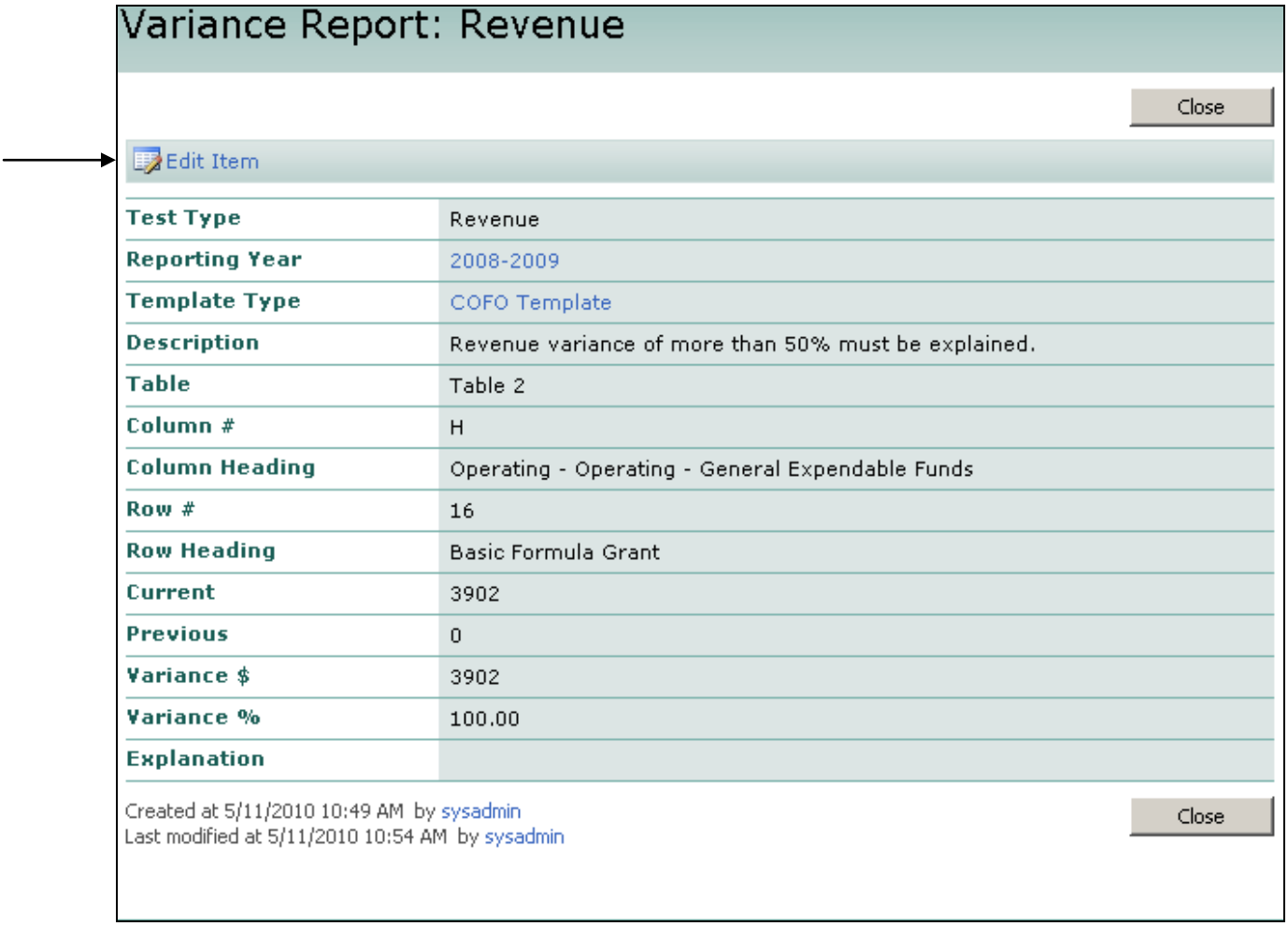
Option 1: Enter Variance Explanations Online

On the COU-COFO Online Reporting Home Page under the 'Reports' menu, click on the Variance Report.

The Variance Report page will appear. The User will see only the variances for their Institution on the page. If you have access to more than one Institution, click on the Filter by Institution to select the one you want. Click on the specific row item under the Test Type column for the variance that you wish to explain.

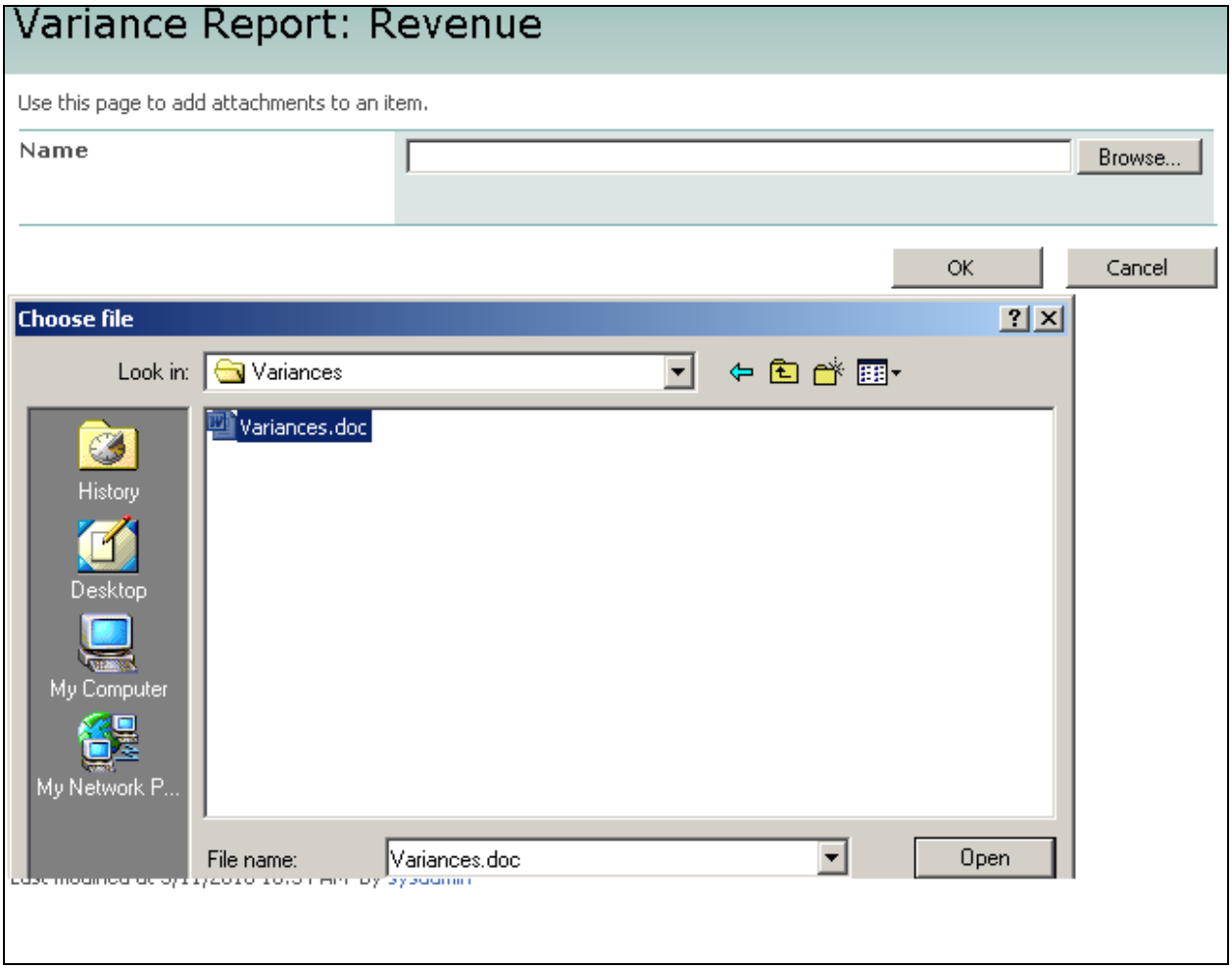


The following page will appear with all of the information associated with the variance row. Click on the Edit Item option to add or change the explanation for the variance.

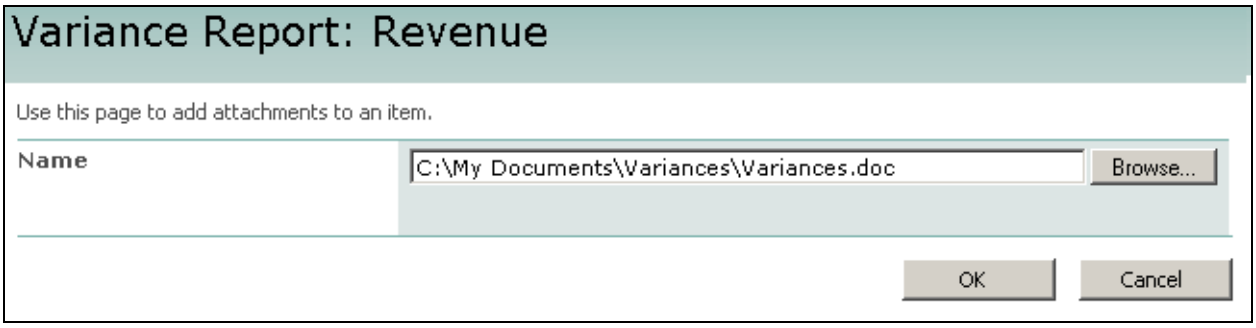


The following page will appear. Enter an explanation for the variance in the Explanation box. A spell check can be done on the explanation entered by clicking on Spelling (at the top of the page). A file can also be attached to support the variance explanation and to use as a reference for future uploads by clicking on the Attach file option (top of the page).

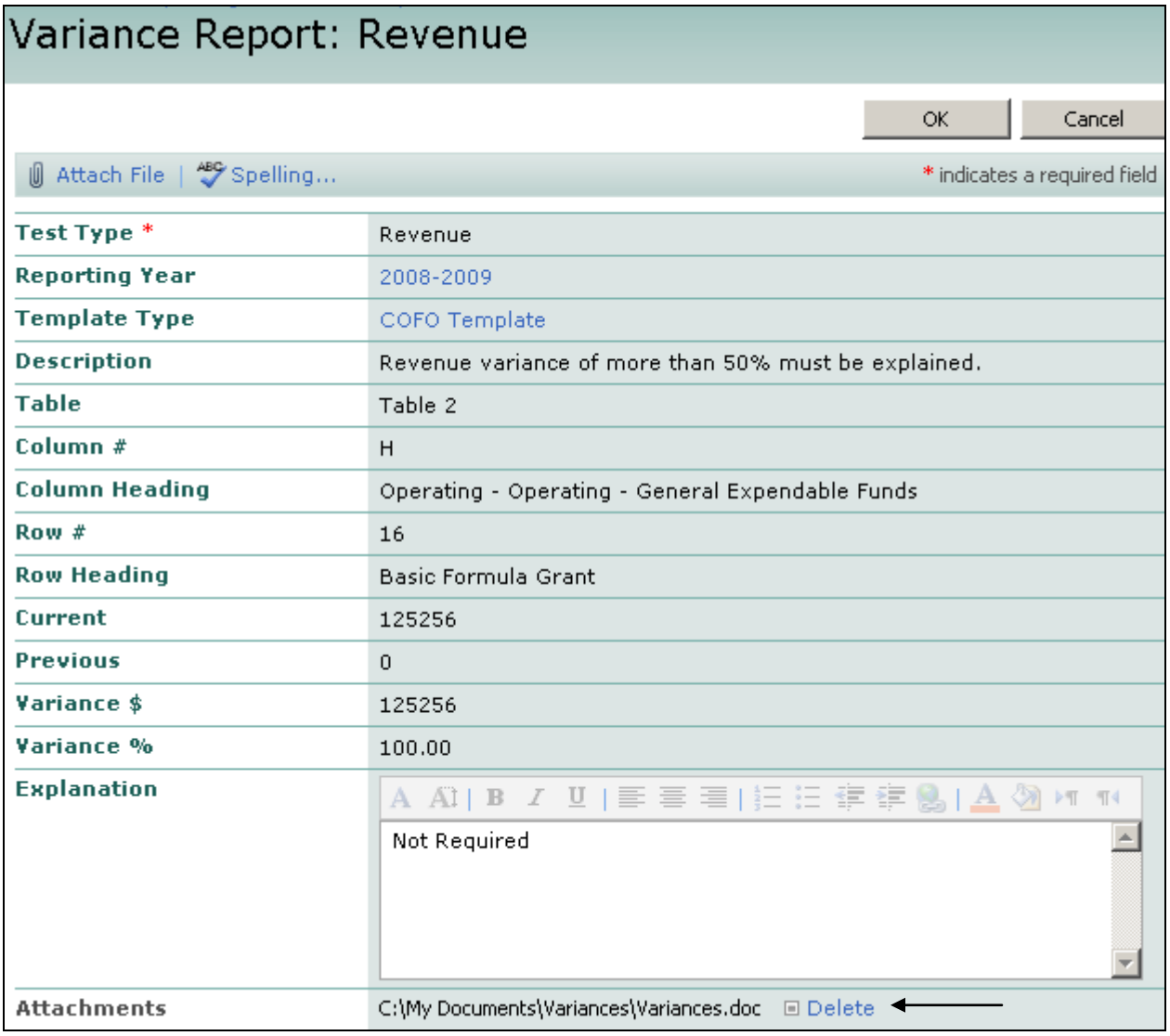
When the attach file option is selected the following page appears. Click browse and go to the applicable directory on your desktop and select the file to be attached.



Then click on OK.

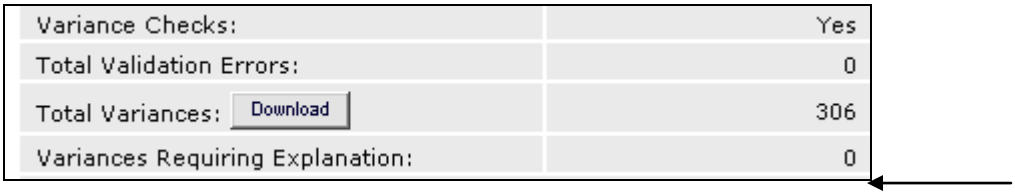


If a file has been attached and it needs to be removed for any reason, click on the delete option at the bottom of the 'Variance Report' page.



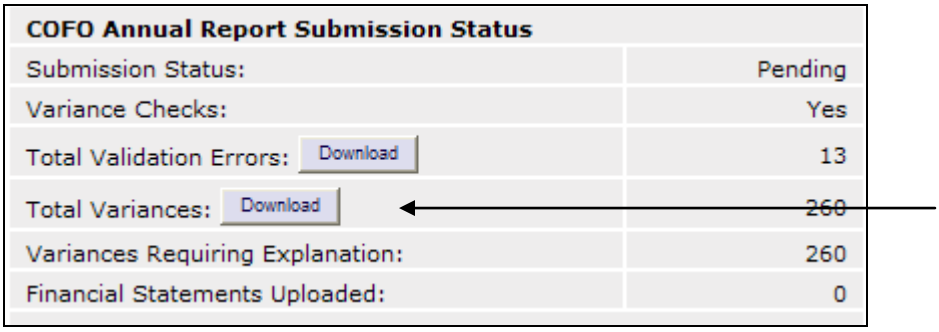
Once an explanation has been entered for the variance, click on OK to save the information.

When all variances have been explained, the Variances Requiring Explanation on the 'Submit Annual Report' page will show 0.

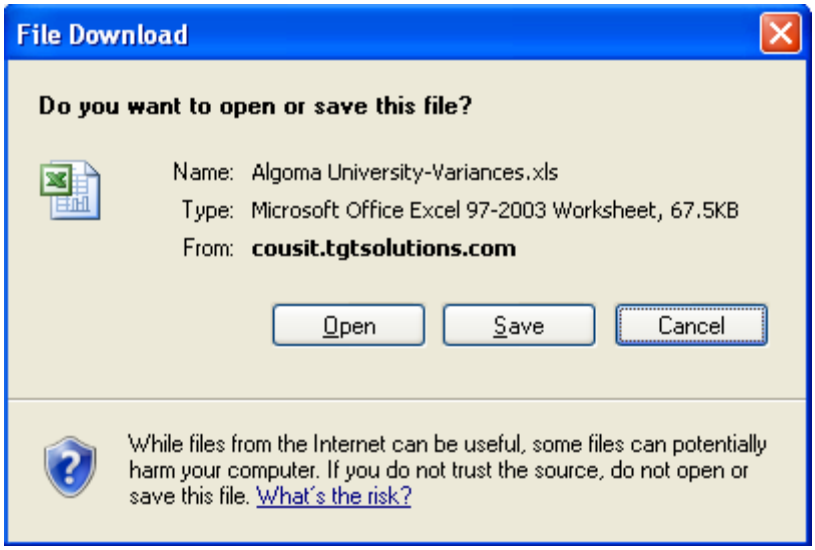


Option 2: Enter Variance Explanations using Excel Upload

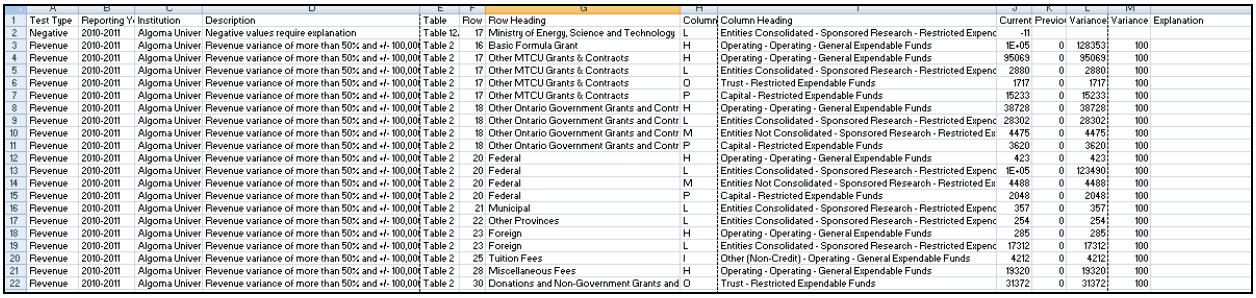
To enter variance explanations using Excel, click on the Download button beside Total Variances to download the variances to excel.


COFO Annual Report Submission Status
Submission Status: Pending
Variance Checks: Yes
Total Validation Errors: Download 13
Total Variances: Download 260
Variances Requiring Explanation: 260
Financial Statements Uploaded: 0

When prompted, the User can either open the file or save it as a Microsoft Office Excel file.


File Download
Do you want to open or save this file?
Name: Algoma University-Variances.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 67.5KB
From: cousit.tgtsolutions.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

The excel file will list all of the variances found for the institution, as well as all of the information associated with the variance. Save the file to your desktop.



	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Test Type	Reporting Y	Institution	Description	Table	Row	Row Heading	Column	Column Heading	Current	Previo	Variance	Variance	Explanation
2	Negative	2010-2011	Algoma Univer	Negative values require explanation	Table 12	17	Ministry of Energy, Science and Technology	L	Entities Consolidated - Sponsored Research - Restricted Expenc	-11				
3	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	16	Basic Formula Grant	H	Operating - Operating - General Expendable Funds	1E+05	0	128353	100	
4	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	17	Other MTCU Grants & Contracts	H	Operating - Operating - General Expendable Funds	95069	0	95069	100	
5	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	17	Other MTCU Grants & Contracts	L	Entities Consolidated - Sponsored Research - Restricted Expenc	2880	0	2880	100	
6	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	17	Other MTCU Grants & Contracts	O	Trust - Restricted Expendable Funds	1717	0	1717	100	
7	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	17	Other MTCU Grants & Contracts	P	Capital - Restricted Expendable Funds	15233	0	15233	100	
8	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	18	Other Ontario Government Grants and Contr	H	Operating - Operating - General Expendable Funds	38728	0	38728	100	
9	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	18	Other Ontario Government Grants and Contr	L	Entities Consolidated - Sponsored Research - Restricted Expenc	28302	0	28302	100	
10	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	18	Other Ontario Government Grants and Contr	M	Entities Not Consolidated - Sponsored Research - Restricted Ex	4475	0	4475	100	
11	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	18	Other Ontario Government Grants and Contr	P	Capital - Restricted Expendable Funds	3620	0	3620	100	
12	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	20	Federal	H	Operating - Operating - General Expendable Funds	423	0	423	100	
13	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	20	Federal	L	Entities Consolidated - Sponsored Research - Restricted Expenc	1E+05	0	123490	100	
14	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	20	Federal	M	Entities Not Consolidated - Sponsored Research - Restricted Ex	4488	0	4488	100	
15	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	20	Federal	P	Capital - Restricted Expendable Funds	2048	0	2048	100	
16	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	21	Municipal	L	Entities Consolidated - Sponsored Research - Restricted Expenc	357	0	357	100	
17	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	22	Other Provinces	L	Entities Consolidated - Sponsored Research - Restricted Expenc	254	0	254	100	
18	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	23	Foreign	H	Operating - Operating - General Expendable Funds	285	0	285	100	
19	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	23	Foreign	L	Entities Consolidated - Sponsored Research - Restricted Expenc	17312	0	17312	100	
20	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	25	Tuition Fees	I	Other (Non-Credit) - Operating - General Expendable Funds	4212	0	4212	100	
21	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	28	Miscellaneous Fees	H	Operating - Operating - General Expendable Funds	19320	0	19320	100	
22	Revenue	2010-2011	Algoma Univer	Revenue variance of more than 50% and +/- 100,00	Table 2	30	Donations and Non-Government Grants and	O	Trust - Restricted Expendable Funds	31372	0	31372	100	

Using the excel variance file, enter the explanations for each row in Column N. Explanations can be uploaded intermittently as they are done or received from others.

When you are done and ready to upload the variance explanation file to the COU-COFO Online Reporting application, the application will complete the following checks to ensure the integrity of the uploaded file.

The file upload will fail and an error message will be displayed, if one of the following has occurred:

- Additional column(s) were added to the file. Error Message: This file has an invalid number of columns.
- Duplicate rows were found in the file. Error Message: This file contains duplicate rows – Row # and #.
- The Institution is not correct in all rows. Error Message: Selected institution does not match institution in the uploaded file.
- The Year is not correct in all rows. Error Message: Selected year does not match year in the uploaded file.
- The name on the workbook tab has been changed manually.

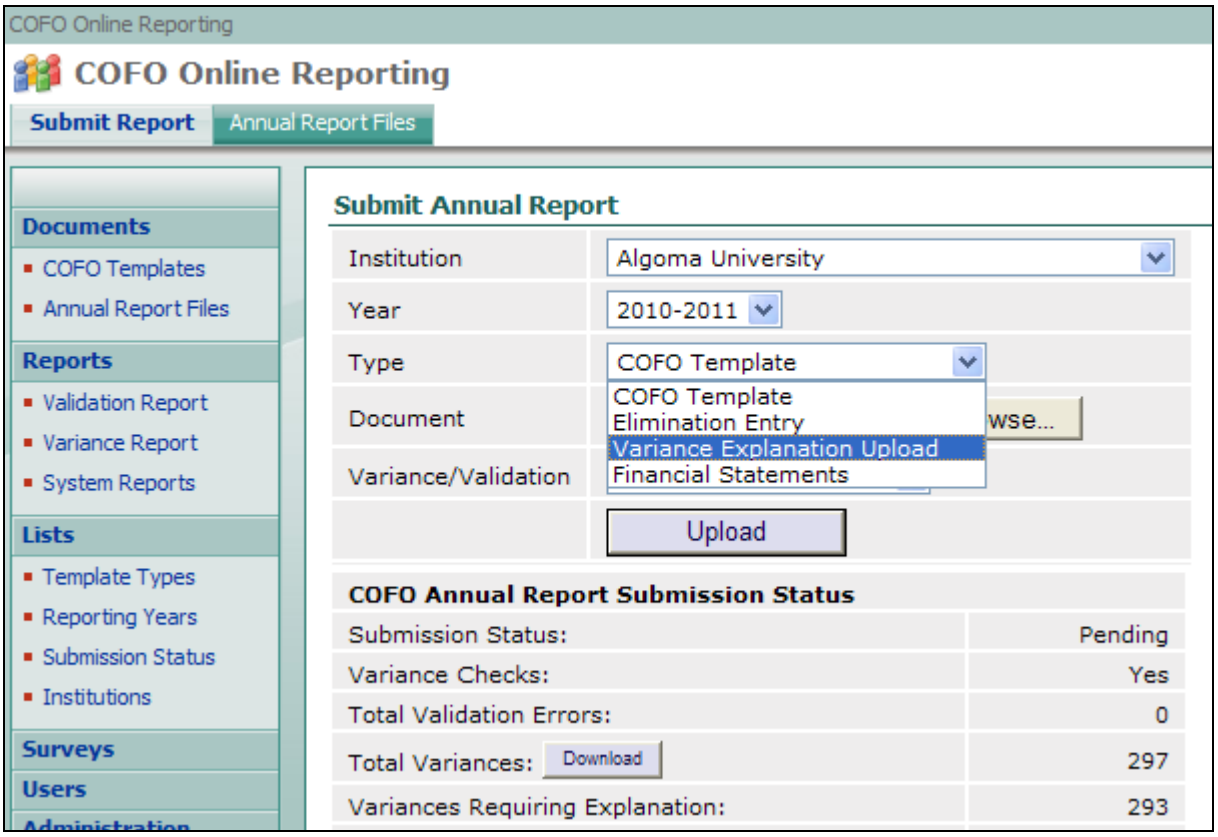
If the file passes the checks noted above, all rows in the file will be checked. Rows that are valid will be processed and the variance explanation updated if one has been provided. Blank explanations are not updated.

If any rows fail the following validation checks, an error message will be displayed for that row and the row's explanation will not be updated:

- Information in Columns A to I in the spreadsheet does not match to what is in the application. Error Message: Row #: could not find a match for Table XX, Row XXX, Column X.
- The 'Current' amount in the file is different than what is in the application. Error Message: Row #: The 'Current' amount of X,XXX does not match the current value in the system.

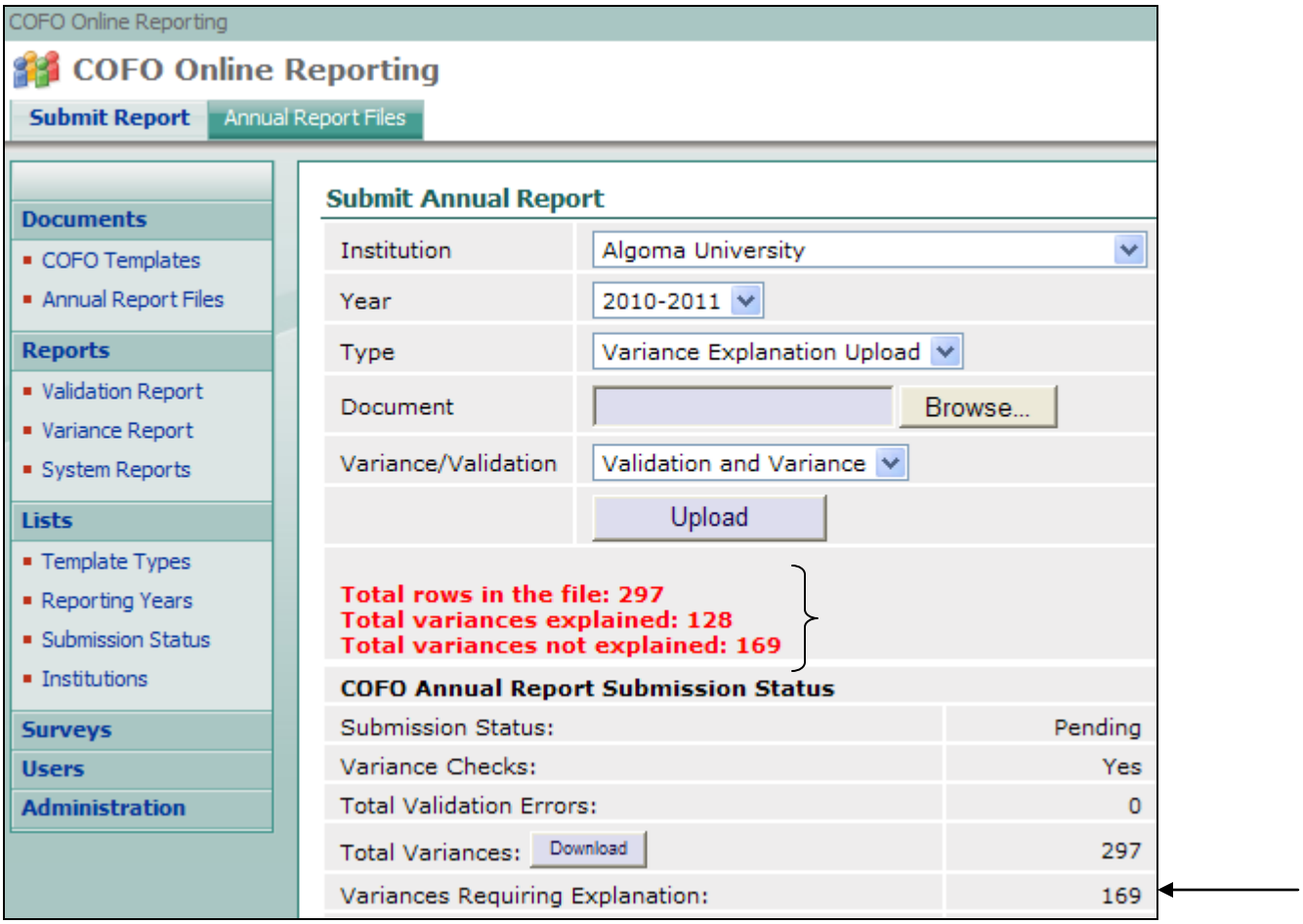
It is important to note that the application stops checking and uploading rows when a blank row in found in the excel file. So for example, if you have 50 variances to define and you insert a new row at 25, the application will validate and upload row 2 to 24.

To upload the variance explanation file, log into the COU-COFO Online Reporting application, and on the Submit Annual Report page, click on the Type dropdown option and select the Variance Explanation Upload option.



Click on the Browse button to locate the variance explanation file on your desktop. Then click on the Upload button to upload the file.

Once uploaded, the application will list how many rows were listed in the uploaded file, how many variance explanations were explained and uploaded and how many variances were not explained. In addition, the information under the report submission status will be updated.

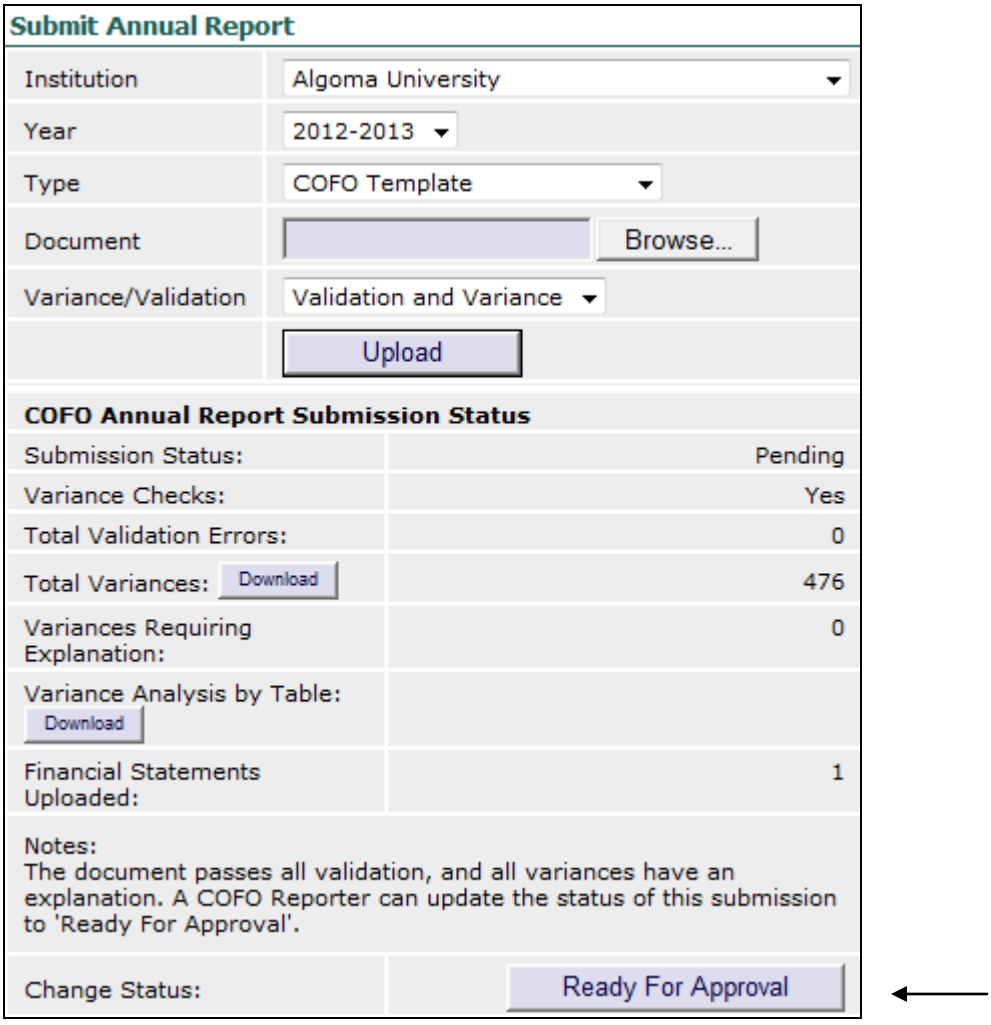


The upload process can be completed as often as required to explanation all of the variances or to update the variance explanations.

When all variances have been explained, the Variances Requiring Explanation on the 'Submit Annual Report' page will show 0.

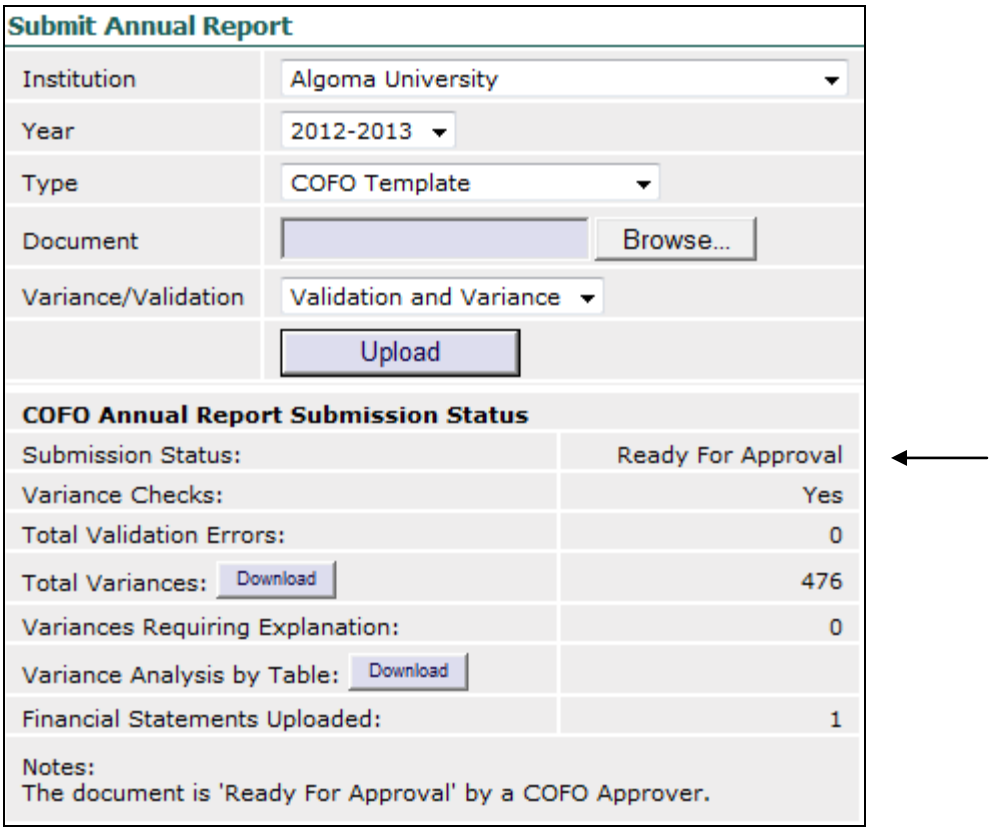
Step 6 – Changing the Status to Ready for Approval

Once the COFO Template has been uploaded successfully with no Validation Errors and all Variances have been explained, a Change Status section will appear at the bottom of the page and it will read 'Ready for Approval'. At this point the COFO Reporter will click on the Ready for Approval button to change the status from Pending to Ready For Approval.



When the Ready for Approval button is selected and the status changed, emails will be sent to the COFO Reporter and COFO Approver for the Institution to advise them that the status for the submission has changed.

The submission status on the ‘Submit Annual Report’ page will change accordingly.



Submit Annual Report

Institution	Algoma University
Year	2012-2013
Type	COFO Template
Document	Browse...
Variance/Validation	Validation and Variance
	Upload

COFO Annual Report Submission Status

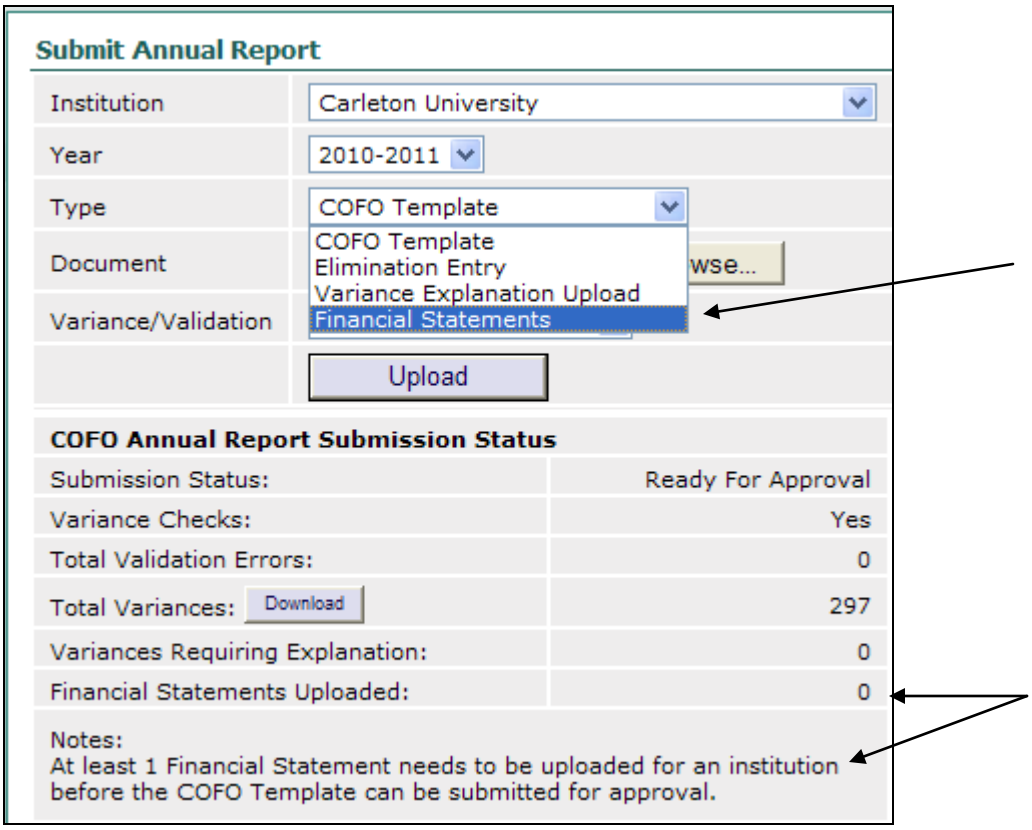
Submission Status:	Ready For Approval
Variance Checks:	Yes
Total Validation Errors:	0
Total Variances: Download	476
Variances Requiring Explanation:	0
Variance Analysis by Table: Download	
Financial Statements Uploaded:	1

Notes:
The document is 'Ready For Approval' by a COFO Approver.

Step 7 – Uploading the Financial Statement Reports

Prior to submitting the Template submission for Approval, the Financial Statements for the Institution for the current reporting year have to be uploaded into the COU-COFO Online Reporting Application.

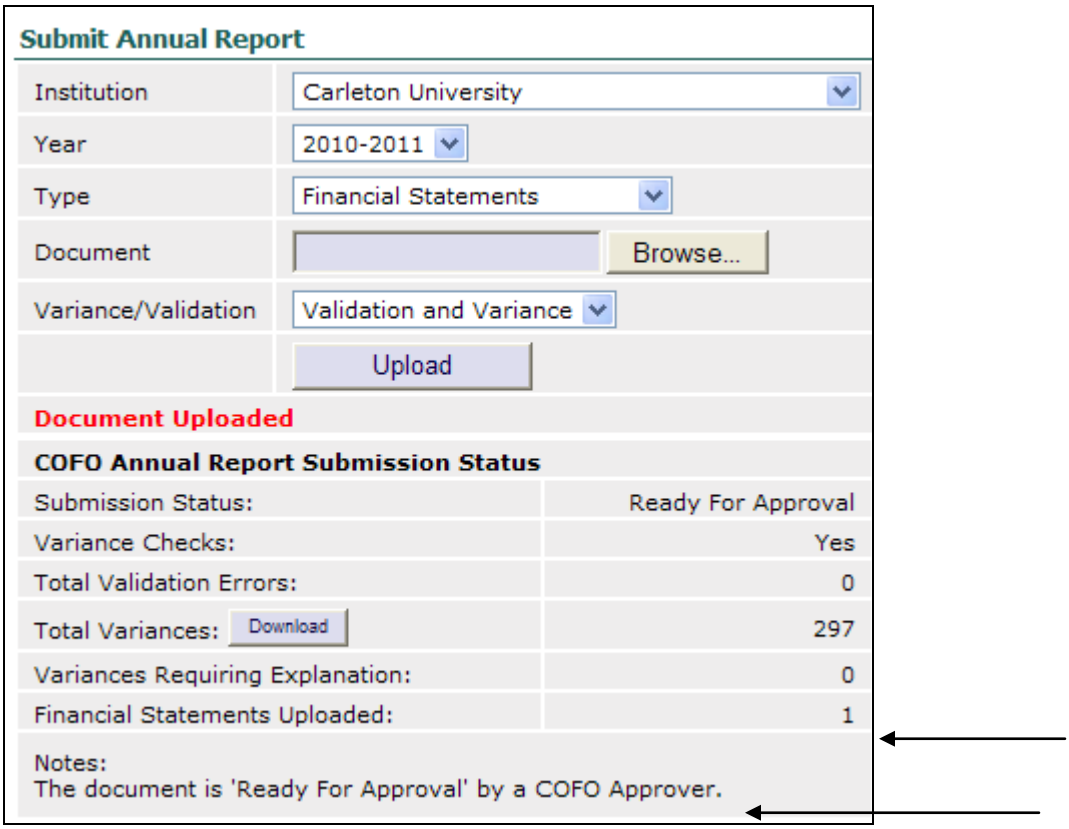
To upload the Financial Statement file(s), log into the COU-COFO Online Reporting application, and on the Submit Annual Report page, click on the Type dropdown option and select the Financial Statements option.



Click on the Browse button to locate the Financial Statement file(s) on your desktop/network. Then click on the Upload button to upload the file.

The system will only validate the type of file being uploaded, which is restricted to .pdf and .tif file extensions.

Once uploaded, the application will update the Financial Statements Uploaded information row under the report submission status section.

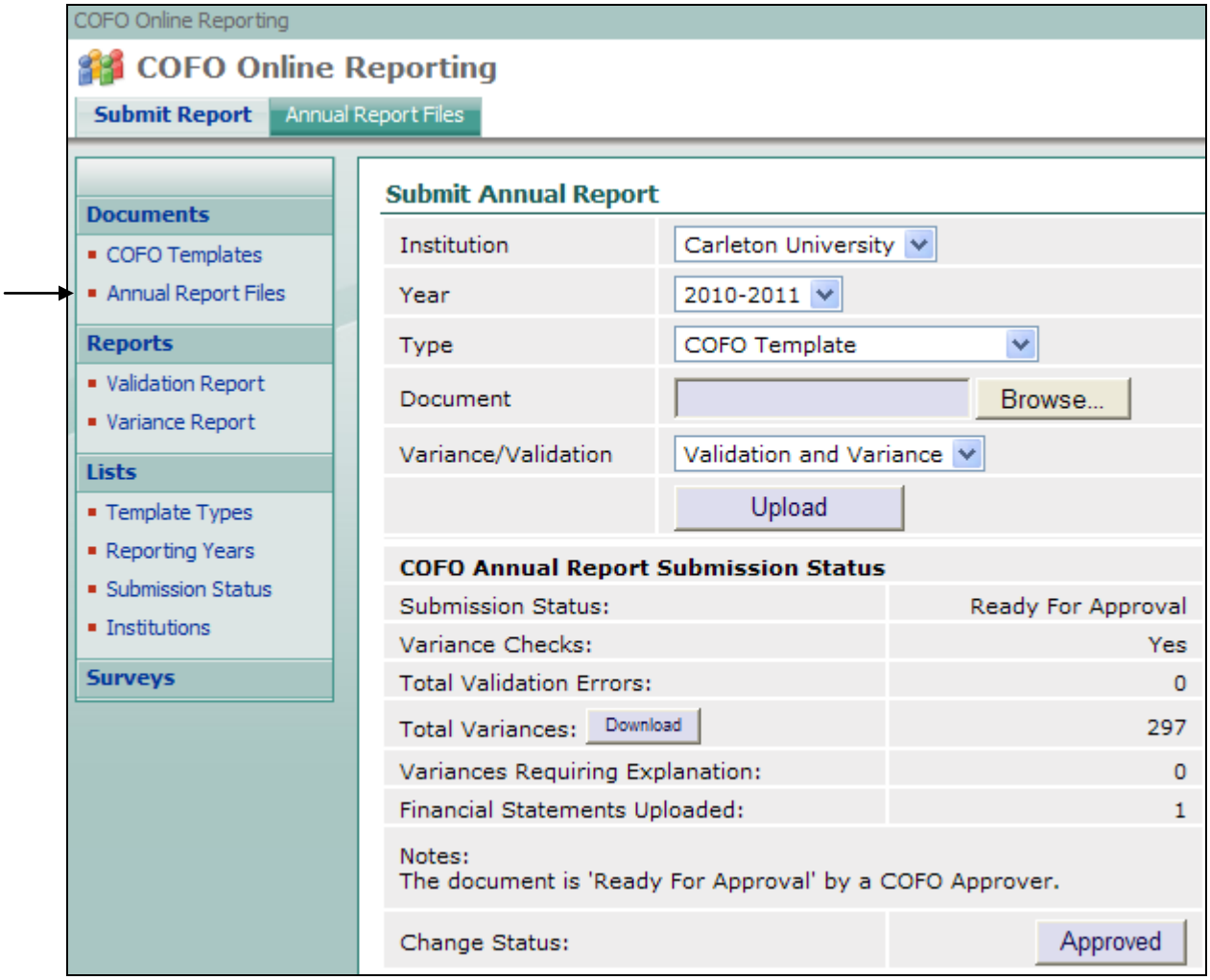


Only one Financial Statement file is required to allow the submission to be Approved. But if the Institution provides more than one Financial Statement file to COU, additional files can be uploaded using the process noted above. As each incremental file is uploaded, the file count will increase for the Financial Statements.

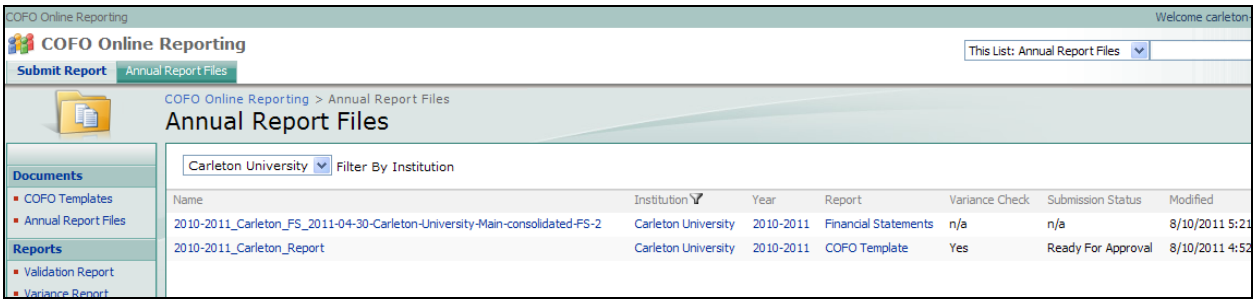
Step 8 – Approving the COFO Template Report

Once the template has been submitted for Approval, the COFO Approver has to approve it for it to go to COU as the completed version.

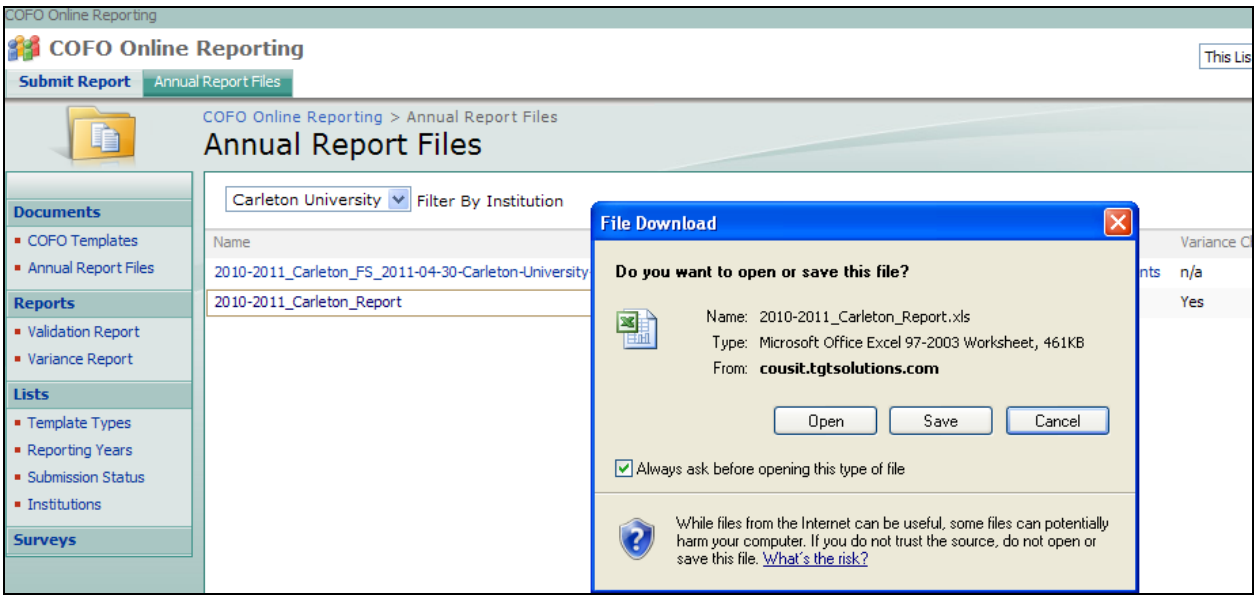
The COFO Approver signs into the COU-COFO Online Reporting Application. Once logged in, they go to the 'Documents' menu and select the 'Annual Report Files' option.



The following page will appear showing the files uploaded and the status of the COFO Template Report.

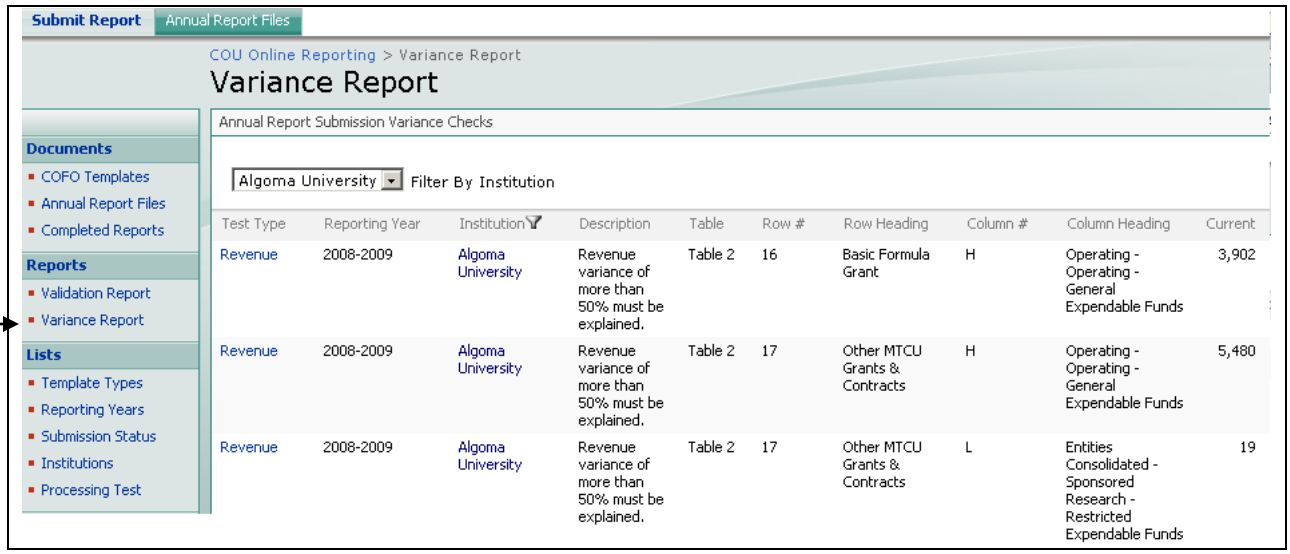


To review the information for a COFO Template Report that is Ready for Approval click on the applicable item under Name and the COFO Approver will be able to open it to review it or save it as a Microsoft Office Excel file.

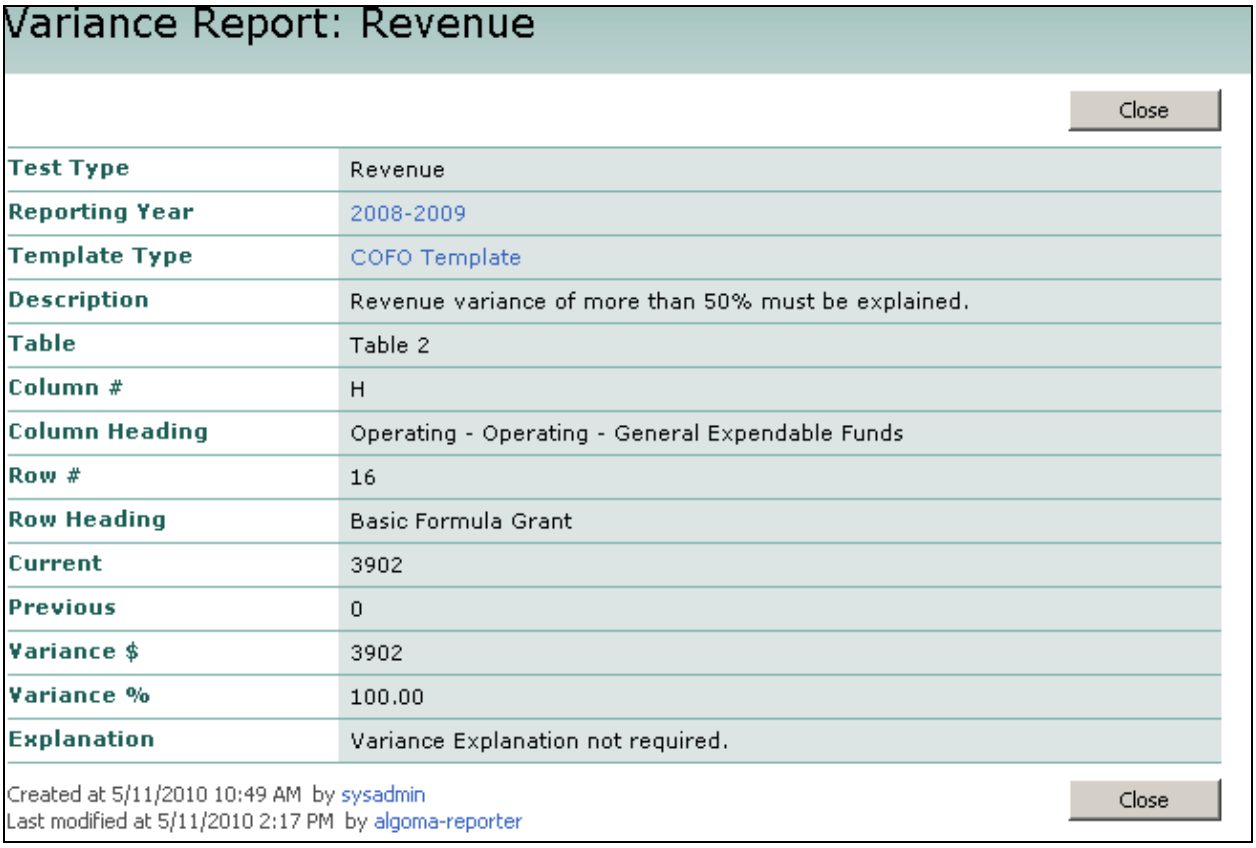


Once the COFO Approver has reviewed the information in the COFO Template Report there are two ways to review the Variance explanations.

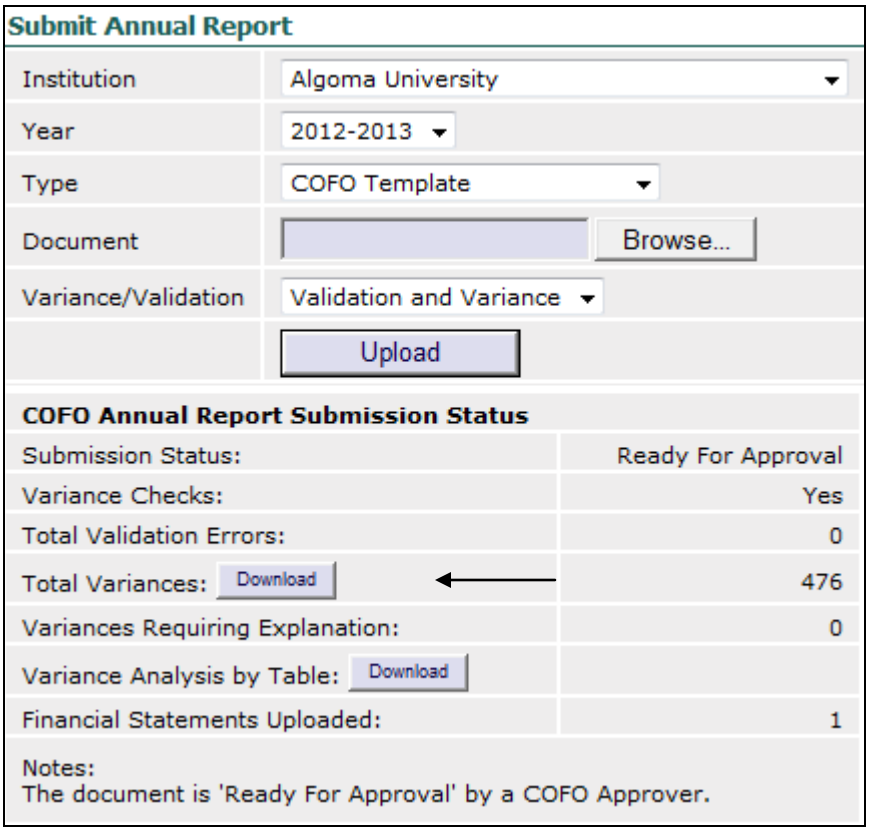
From the COU-COFO Online Reporting Home Page, go to the 'Reports' section and select Variance Report. Select the applicable Institution, if there is more than one available and the Variances will be displayed on the page. To display additional information such as when the variance was created, when it was last modified and who last modified it click on the item under Test Type for the variance that is to be reviewed.


Submit Report
Annual Report Files
COU Online Reporting > Variance Report
Variance Report
Documents
COFO Templates
Annual Report Files
Completed Reports
Reports
Validation Report
Variance Report
Lists
Template Types
Reporting Years
Submission Status
Institutions
Processing Test
Annual Report Submission Variance Checks
Algoma University
Filter By Institution
Test Type | Reporting Year | Institution | Description | Table | Row # | Row Heading | Column # | Column Heading | Current
Revenue | 2008-2009 | Algoma University | Revenue variance of more than 50% must be explained. | Table 2 | 16 | Basic Formula Grant | H | Operating - Operating - General Expendable Funds | 3,902
Revenue | 2008-2009 | Algoma University | Revenue variance of more than 50% must be explained. | Table 2 | 17 | Other MTCU Grants & Contracts | H | Operating - Operating - General Expendable Funds | 5,480
Revenue | 2008-2009 | Algoma University | Revenue variance of more than 50% must be explained. | Table 2 | 17 | Other MTCU Grants & Contracts | L | Entities Consolidated - Sponsored Research - Restricted Expendable Funds | 19

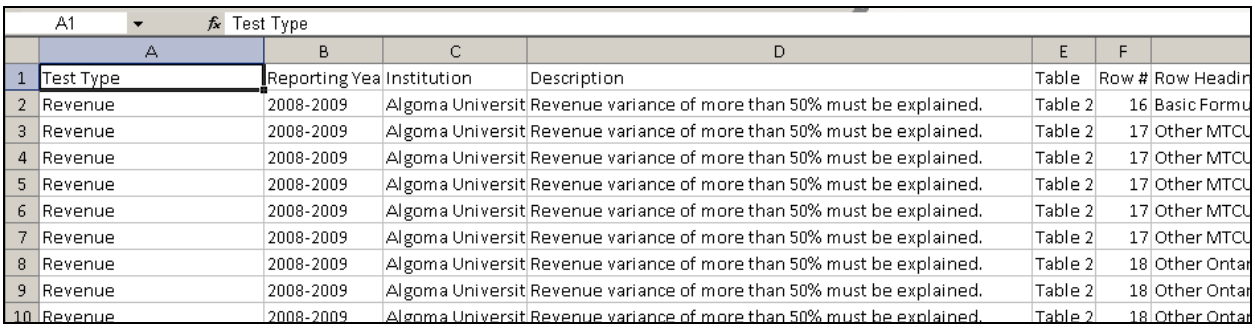
The following page will appear displaying the additional information.



The second way to review the variances is to go to the 'Submit Annual Report' page and select the applicable Institution if more than one is available. Once the Institution is selected the system will display the information for that Institution. The COFO Approver can then review the Variances by clicking on the Download button beside Total Variances and opening or downloading the file to Microsoft Office Excel.



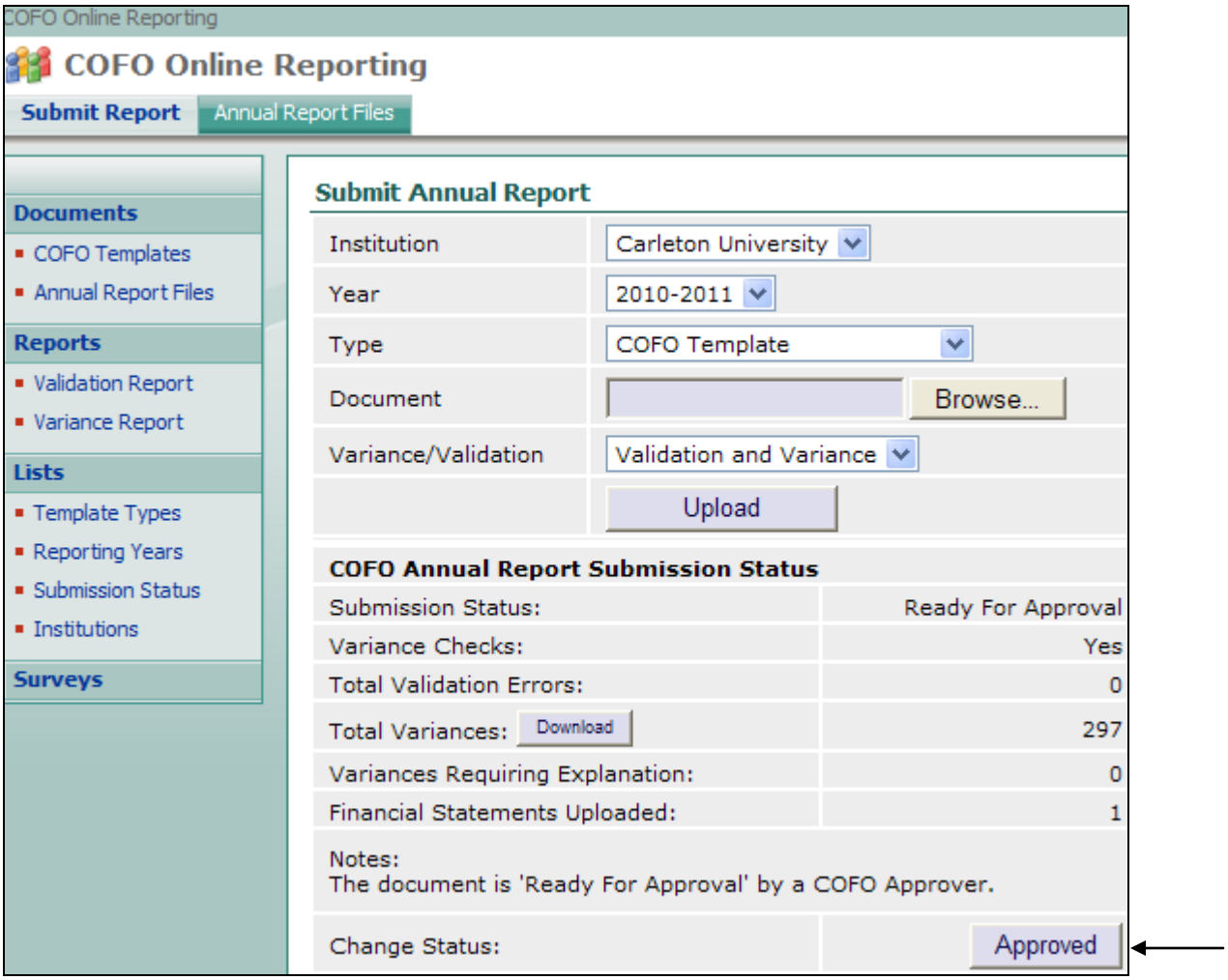
The Variance report is Excel appears as follows:



A1 fx Test Type

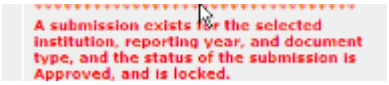
	A	B	C	D	E	F	
1	Test Type	Reporting Yea	Institution	Description	Table	Row #	Row Headir
2	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	16	Basic Formu
3	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	17	Other MTCU
4	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	17	Other MTCU
5	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	17	Other MTCU
6	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	17	Other MTCU
7	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	17	Other MTCU
8	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	18	Other Ontar
9	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	18	Other Ontar
10	Revenue	2008-2009	Algoma Universit	Revenue variance of more than 50% must be explained.	Table 2	18	Other Ontar

Once the COFO Template Report, Variances and Financial Statement file have been reviewed and the COFO Approver is satisfied that it is ready for approval, they change the status on the 'Submit Annual Report' page by clicking on the Approved button at the bottom of the page.



Once the Template status is changed to Approved emails will be sent to the COFO Reporter and COFO Approver for the Institution to advise them that the status has changed. The template is now ready to be verified by COU.

Once approved, the template submission is locked down and a message appears on the 'Submit Annual Report' page (see below). A new or revised template cannot be uploaded for that Institution for the current year as long as that document type has an approved status, unless COU changes the submission to 'Not Verified'.

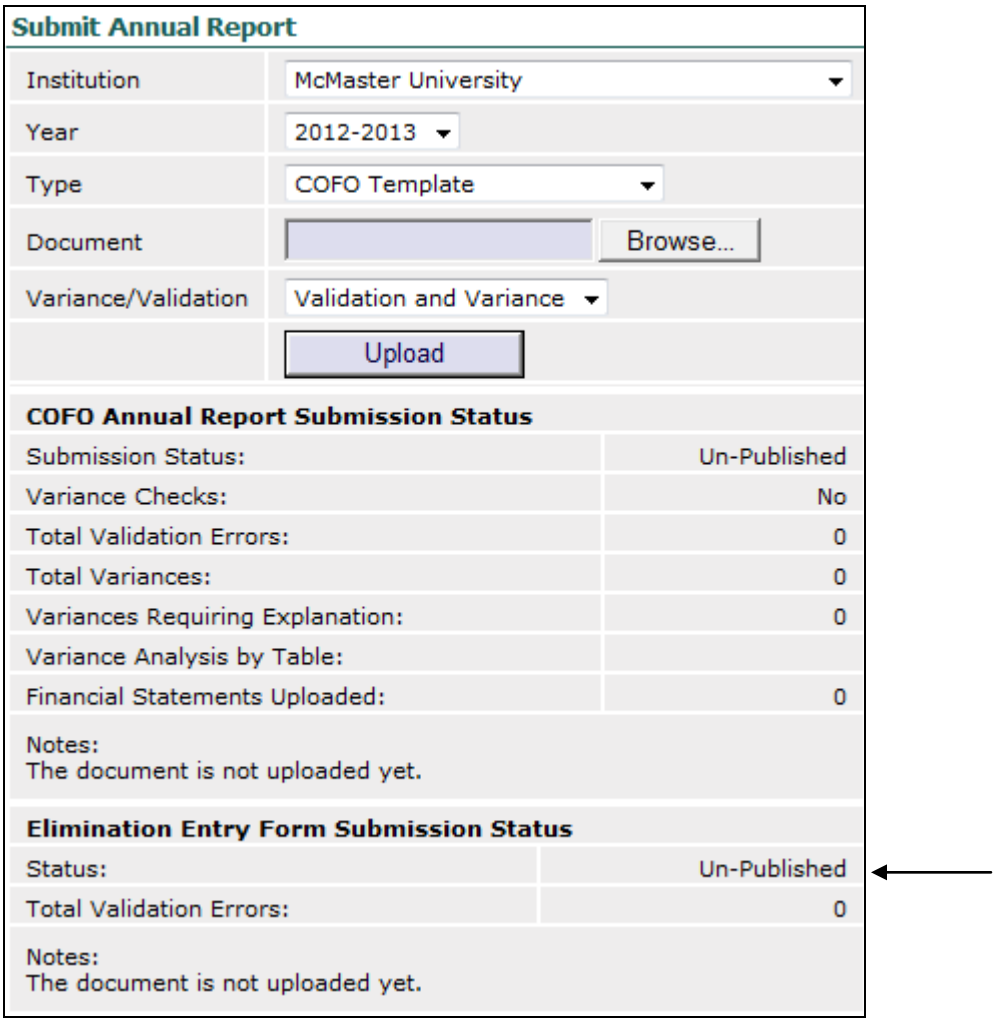

A submission exists for the selected institution, reporting year, and document type, and the status of the submission is Approved, and is locked.

Templates - COFO Elimination Entry University Uploads

Step 1 – Preparing to upload the Elimination Template

When the Elimination Entry template is complete and ready to be uploaded, the COFO Reporter will log into the COU-COFO Online Reporting Application. The application will display the 'Submit Annual Report Page'. The information pertaining to the Elimination Entry submission is on the bottom of this page under Elimination Entry Form Submission Status. This section of the page is only displayed for Universities that have Affiliates associated with them.

Prior to Uploading the Elimination Entry for an Institution, the status will be Un-Published. Only one Validation check is done on the elimination template and no Variance checking is completed.



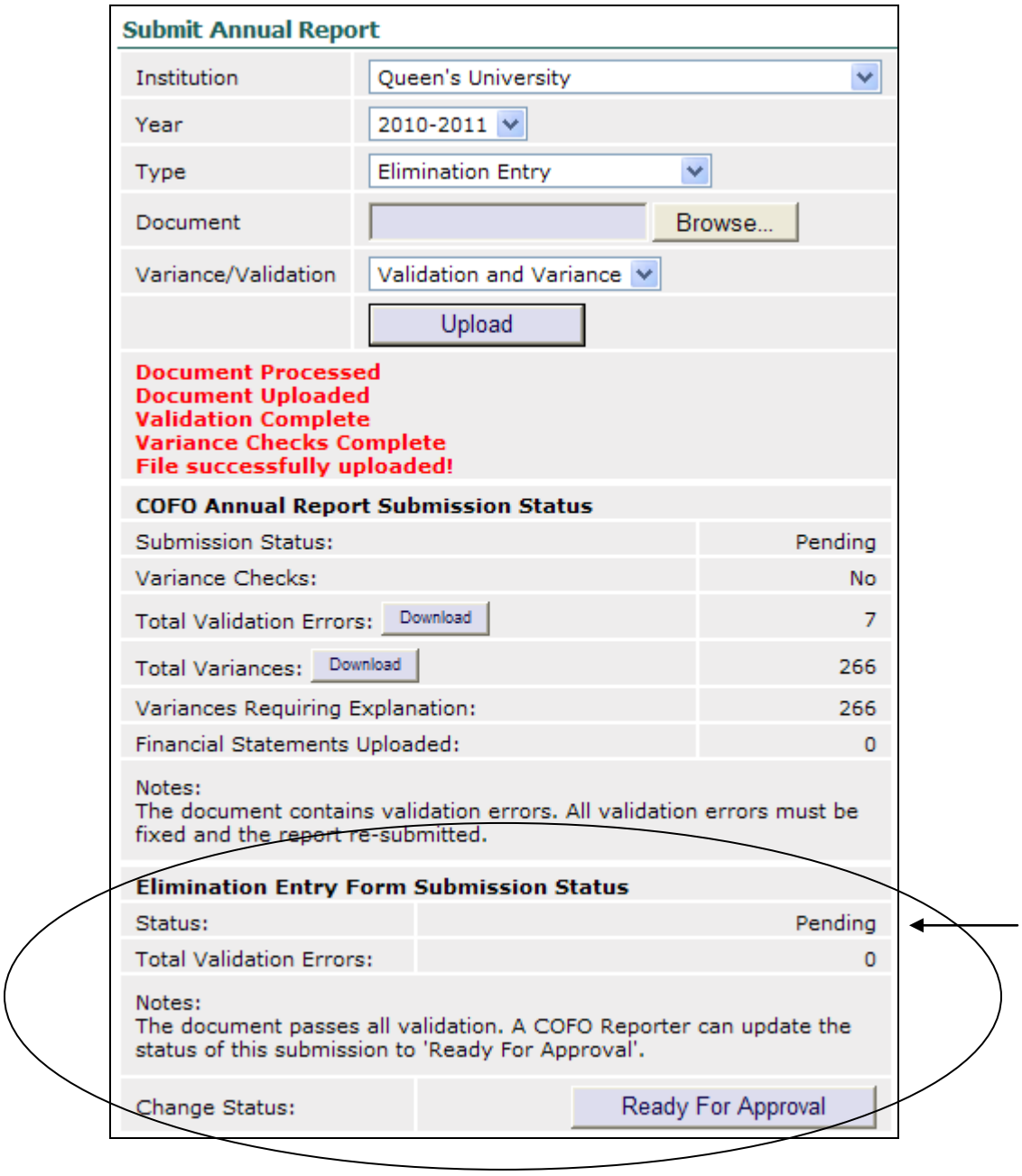
Step 2 – Uploading the Elimination Entry

The application will pre-populate the Institution and Year automatically. Select the Elimination Entry option in the Type field. Click on Browse button beside the Document field to go to the desktop directory where the Elimination template is located that is to be uploaded and select it. The Variance/Validation option does not have to be changed from the default, since no variance checking is done on the elimination template.

Once the variables have been entered click on the upload button. The application will complete the Version Control check first (see Template section above for additional information on this), then the validation check. It will then change the Submission Status to Pending. If the submission passes the version and variance checks the Change Status line will change and the Ready For Approval Button will be displayed.

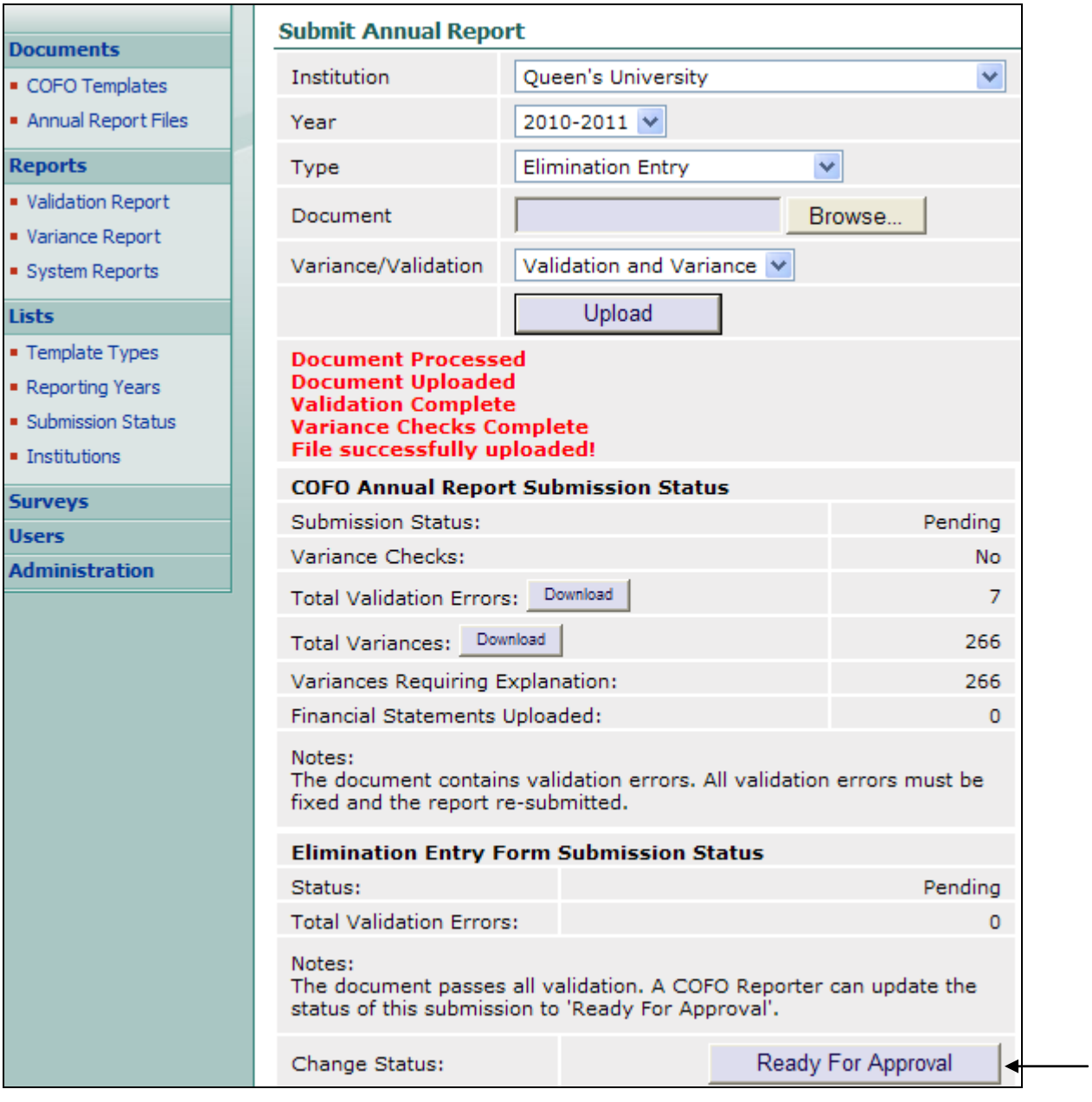
To correct any validation errors, refer to Step 4 in the Uploading and Approving the COFO Template section.

Once the status of the Elimination Entry upload changes from Unpublished to Pending, emails are sent to the COFO Reporter and the COFO Approver for the Institution to advise them that the status has changed for the Elimination submission.



Step 3 – Changing the Status to Ready for Approval

When the Change Status on the Elimination Entry is Ready for Approval, the COFO Reporter will click on the 'Ready for Approval' button to change the status from Pending to Ready For Approval.



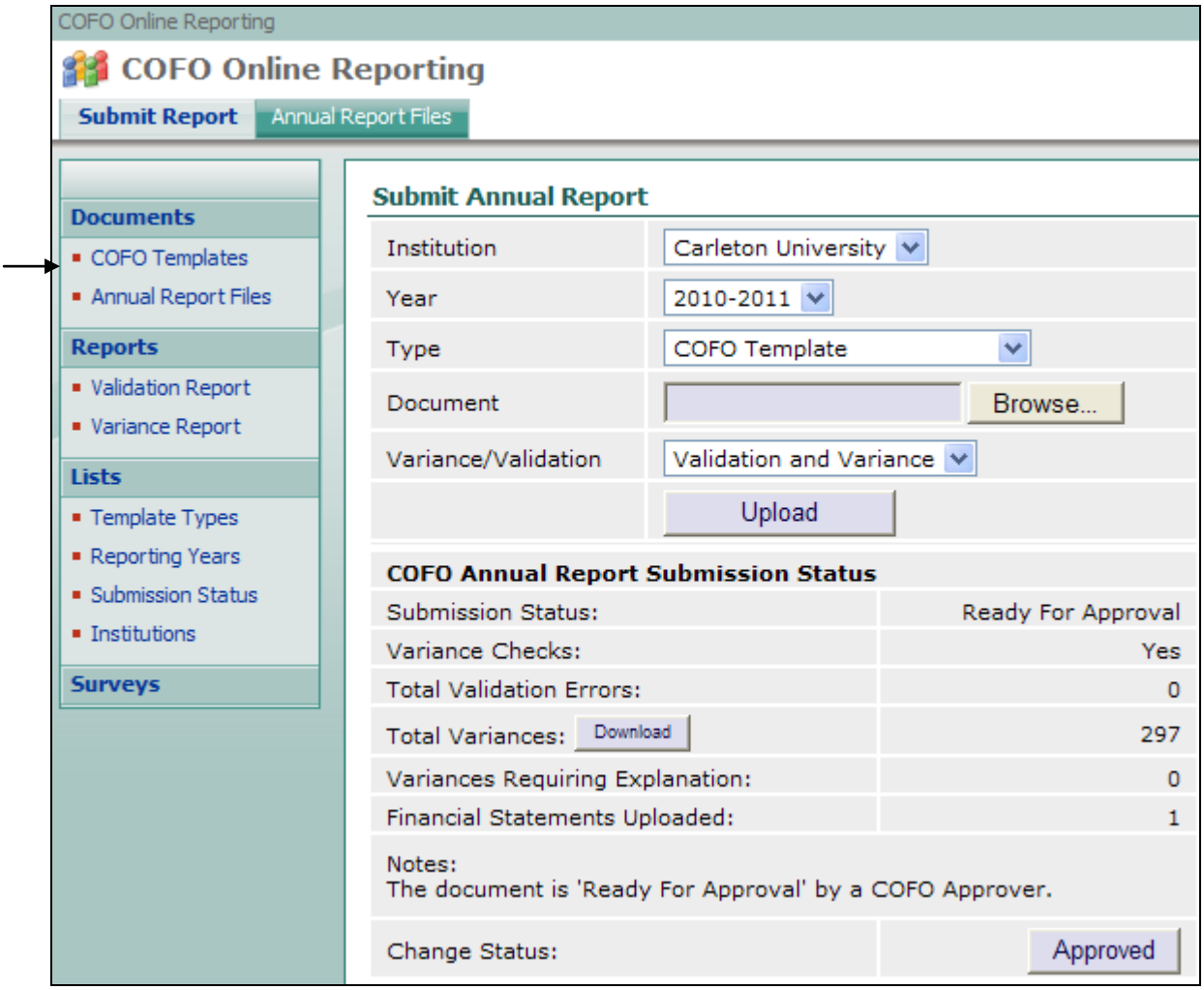
When the Ready for Approval button is selected and the status has changed, emails will be sent to the COFO Reporter and COFO Approver for the Institution to advise them that the status has changed for the Elimination Template.

Once the template has a Submission status of ‘Ready For Approval’ it is ready for approval by a COFO Approver.

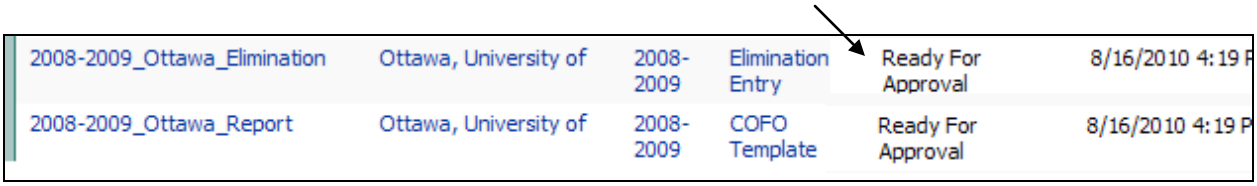
Elimination Entry Form Submission Status	
Status:	Ready For Approval
Total Validation Errors:	0

Step 4 – Approving the Elimination Template

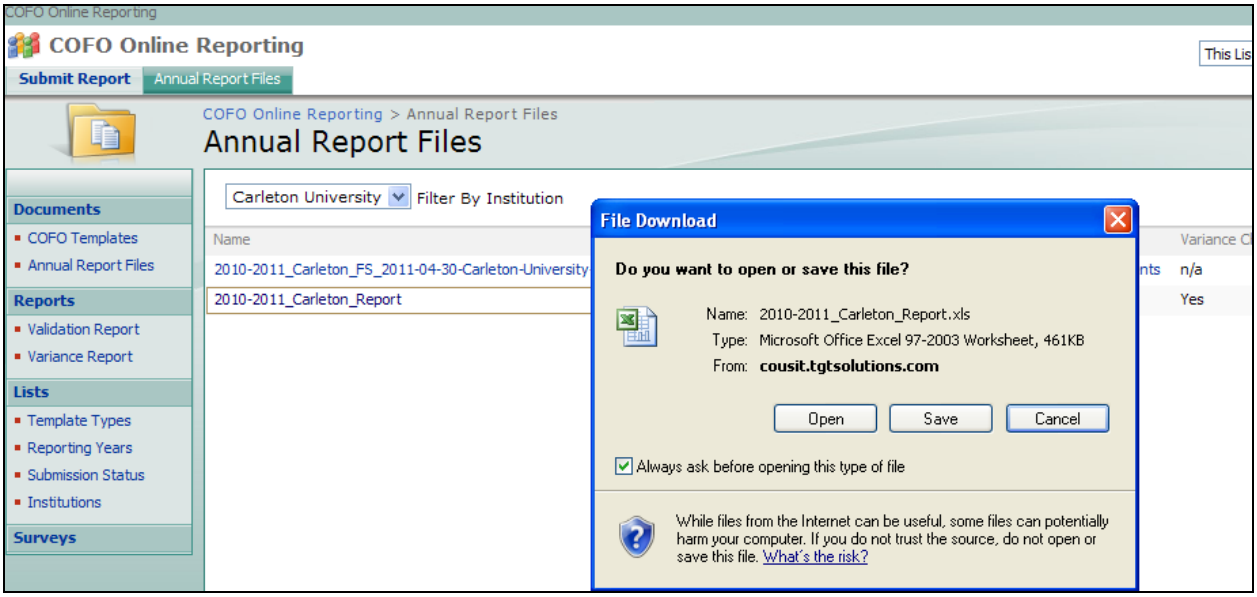
The elimination template is now ready for approval by the COFO Approver. The COFO Approver signs into the COU-COFO Online Reporting application and from the Home Page and selects the 'Annual Report Files' menu from the 'Documents' menu.



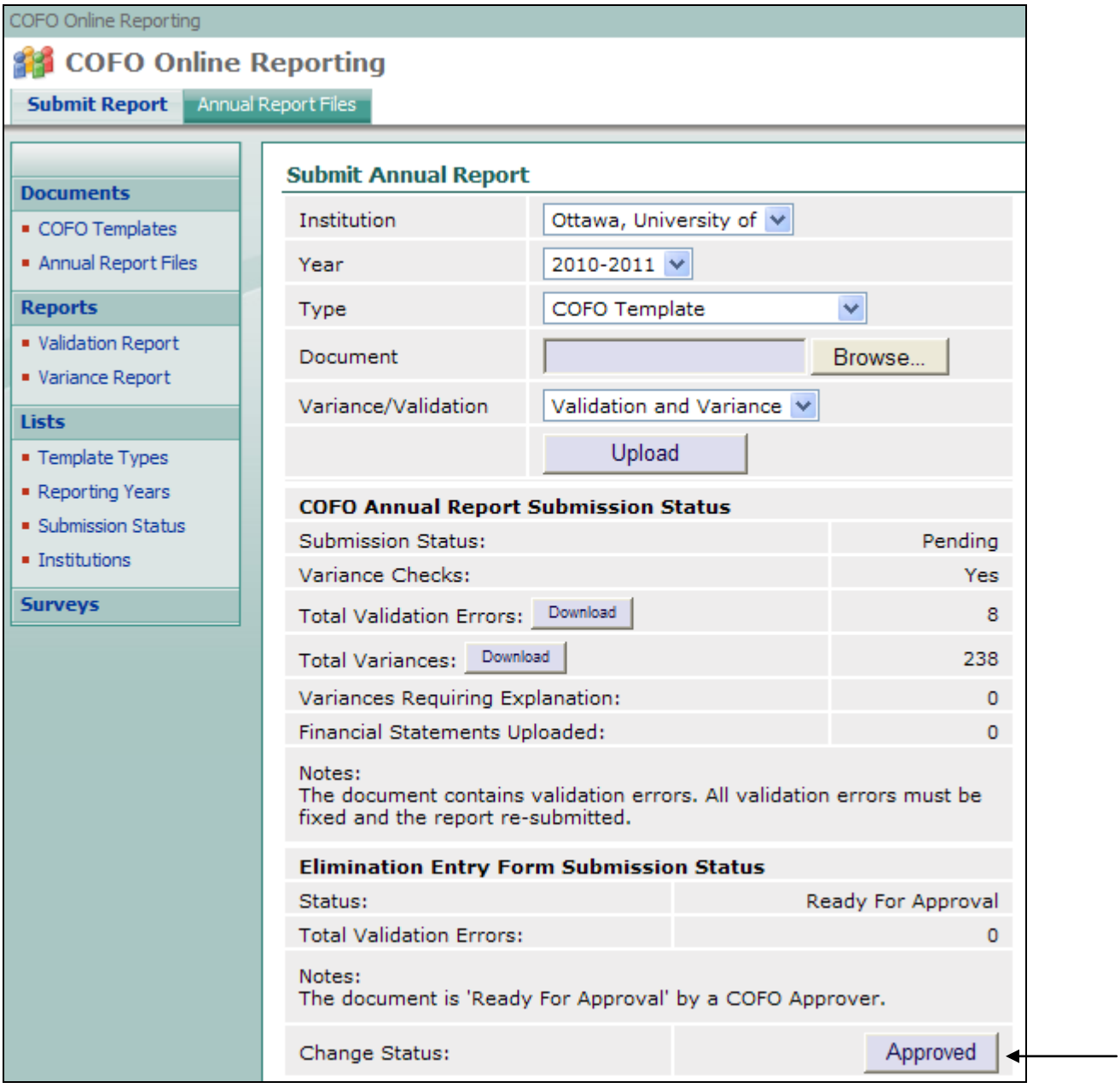
The following page will appear showing the status of the template submissions.



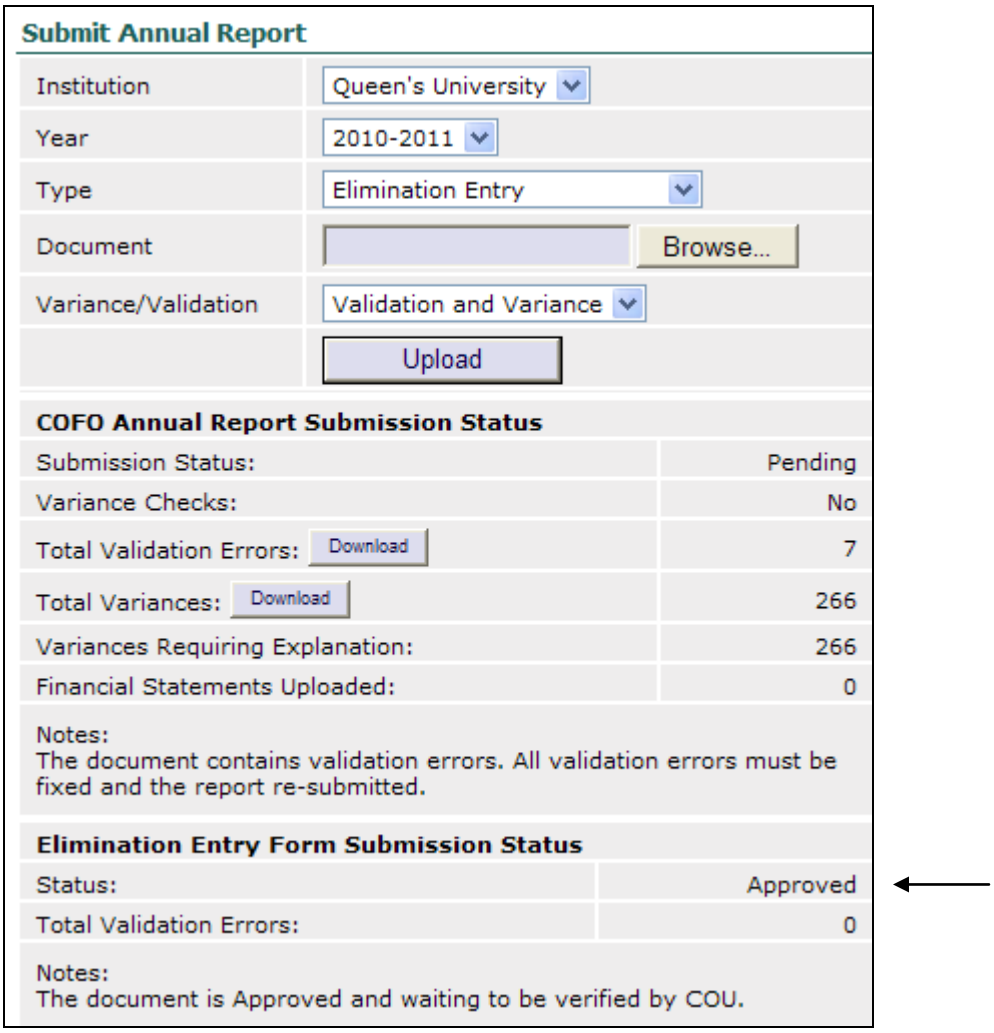
To review the information for an Elimination Entry that is Ready for Approval click on the applicable item under Name and the COFO Approver will be able to open it for review or save it as a Microsoft Excel file.



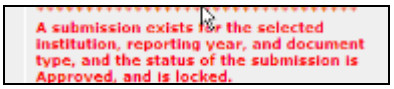
Once the COFO Elimination Entry has been reviewed and the COFO Approver is satisfied that it is ready to be approved, they change the status on the 'Submit Annual Report' page by clicking on the Approved button at the bottom of the page.



Once the status changes from Ready For Approval to Approved emails are sent out to the COFO Reporter and the COFO Approver for the Institution to notify them that the status has changed.

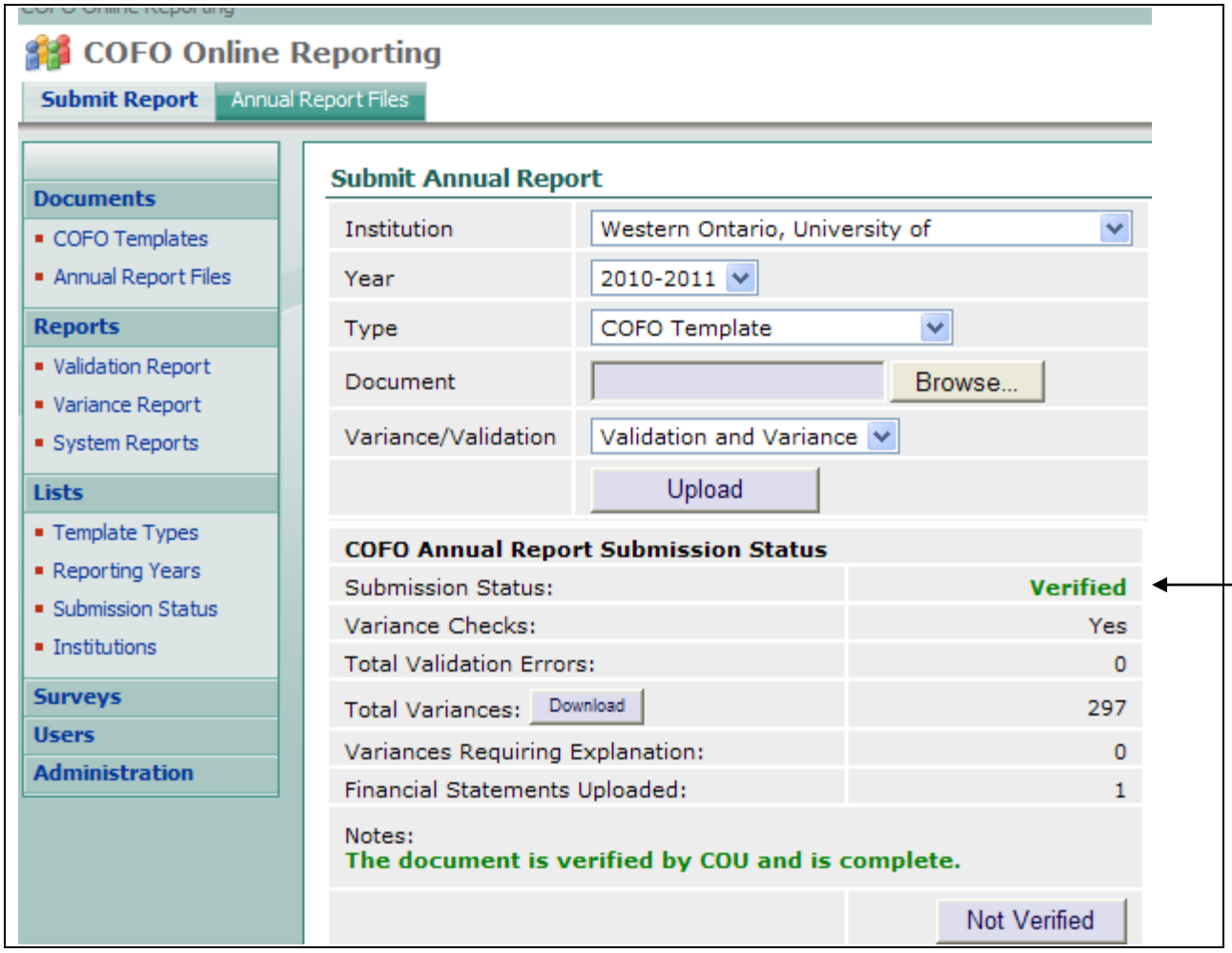


Once approved, the Elimination template submission is locked down and a message appears on the 'Submit Annual Report' page (see below). A new or revised template cannot be uploaded for that Institution for the current year and document type due to the approved status, unless COU changes the submission to 'Not Verified'.

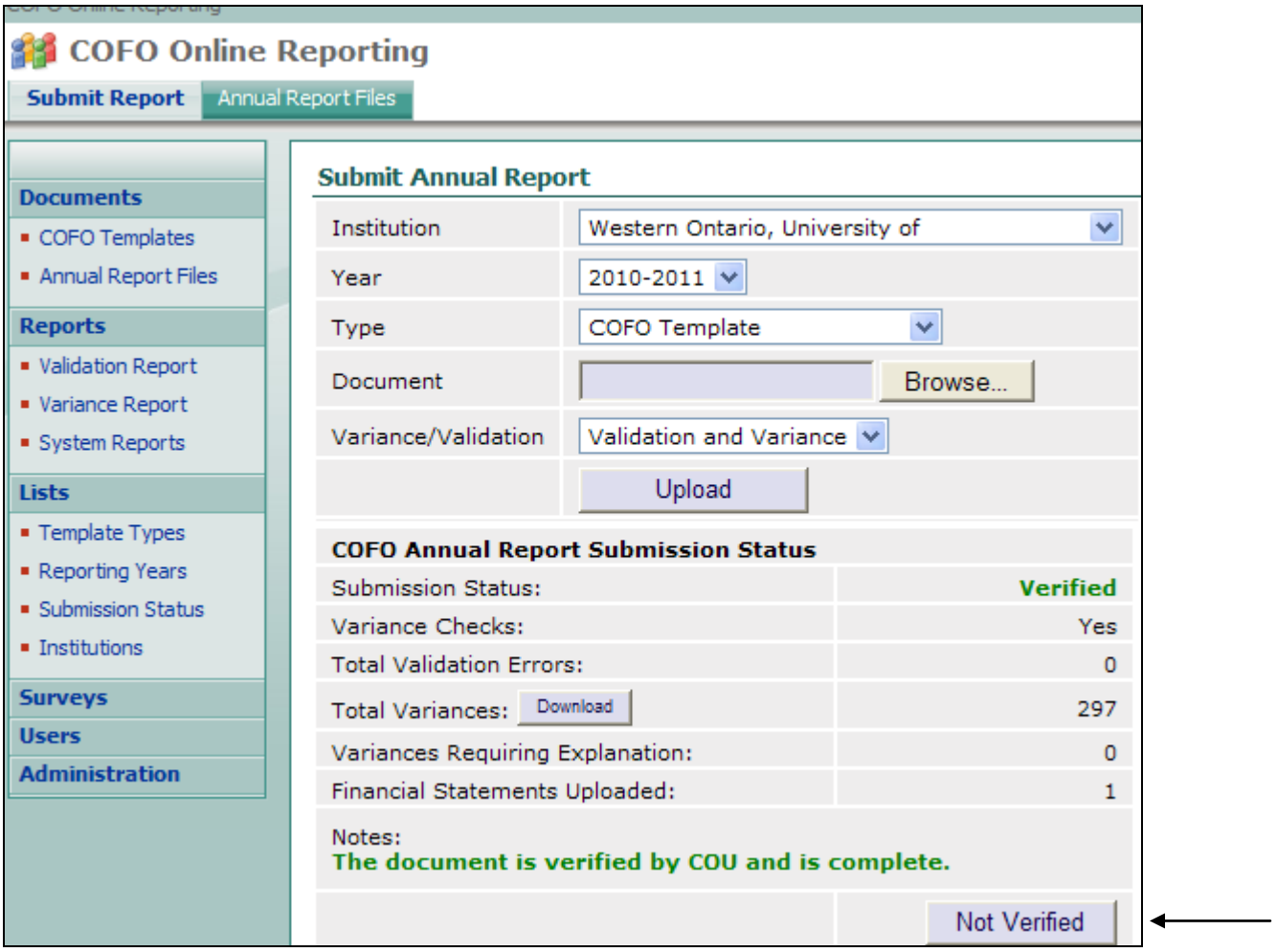

A submission exists for the selected institution, reporting year, and document type, and the status of the submission is Approved, and is locked.

3. COU – Verifying the COFO Template or Elimination Entry

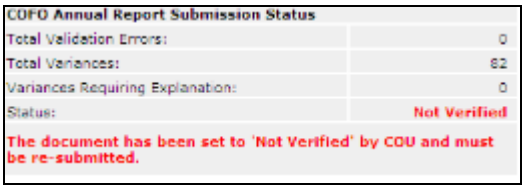
Once the COFO Template or Elimination Entry has been 'Approved', COU will review the information and at its fall meeting the Financial Reporting Committee (FRC) will review the Institutional submissions for accounting consistency. If the information in the template is satisfactory, COU will change the submission status to 'Verified' by clicking on the Verify Button on the 'Submit Annual Report' page. Once the template has been verified by COU, the Submission Status will change from Approved to Verified.



If the COFO Template or Elimination Entry information is not satisfactory, COU sets the status to Not Verified by clicking on the Not Verified button at the bottom of the Submit Annual Report page.



When a template status has been changed to Not Verified the information must be corrected at the Institution level and re-submitted through the Approval process.



If COU changes an Institution's submission to Not Verified, the application will send out an email to the COFO Approver and COFO Reporter for the Institution to advise them of the change in status.

4. Static Reporting

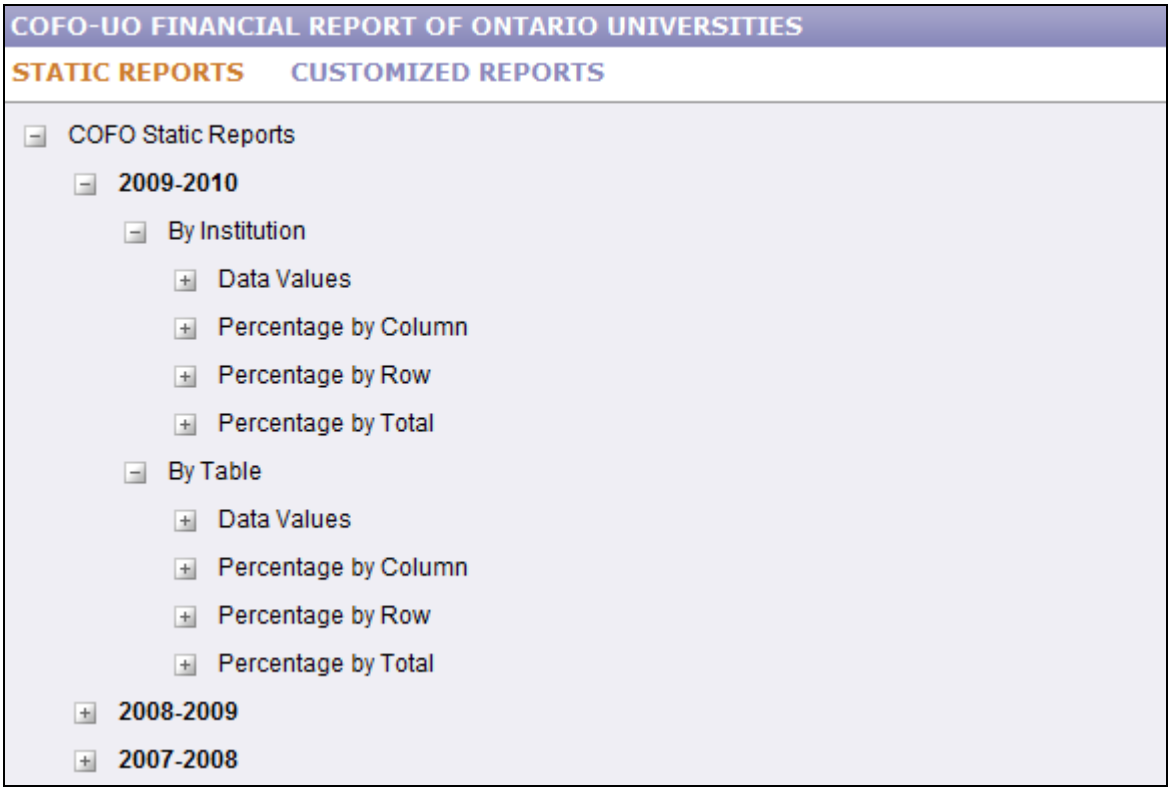
The ‘Static Reports’ page contains a directory of the Static Reports that have been generated and are available for review and download. If a year has not been run or has been taken offline, the directory for the reporting year will disappear.

When the reporting process runs, it creates two main groupings of reports – By Institution and By Table.

Within the main groupings, there are four sub-groupings (referred to as Distributions) of reports: Data Values, Percentage by Column, Percentage by Row and Percentage by Total.

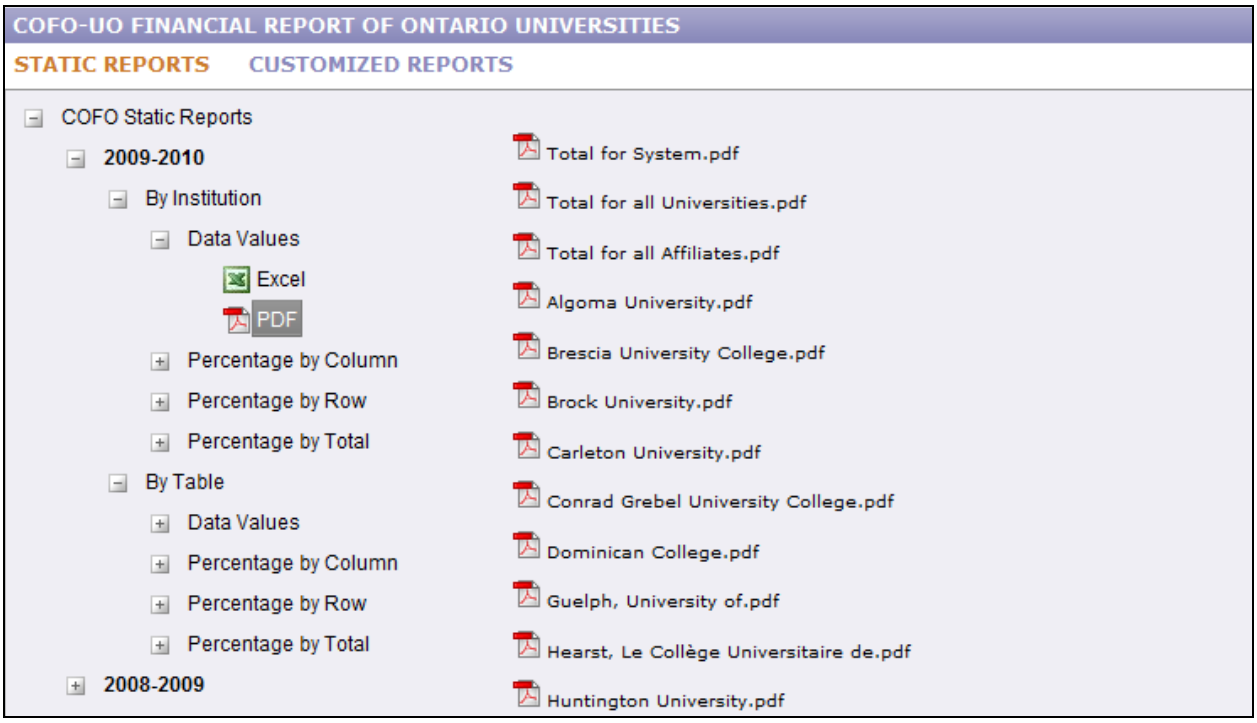
Within the four sub-groupings, there are two report types available for selection: Excel and PDF. Within the report type directory, the reports will appear in the following order:

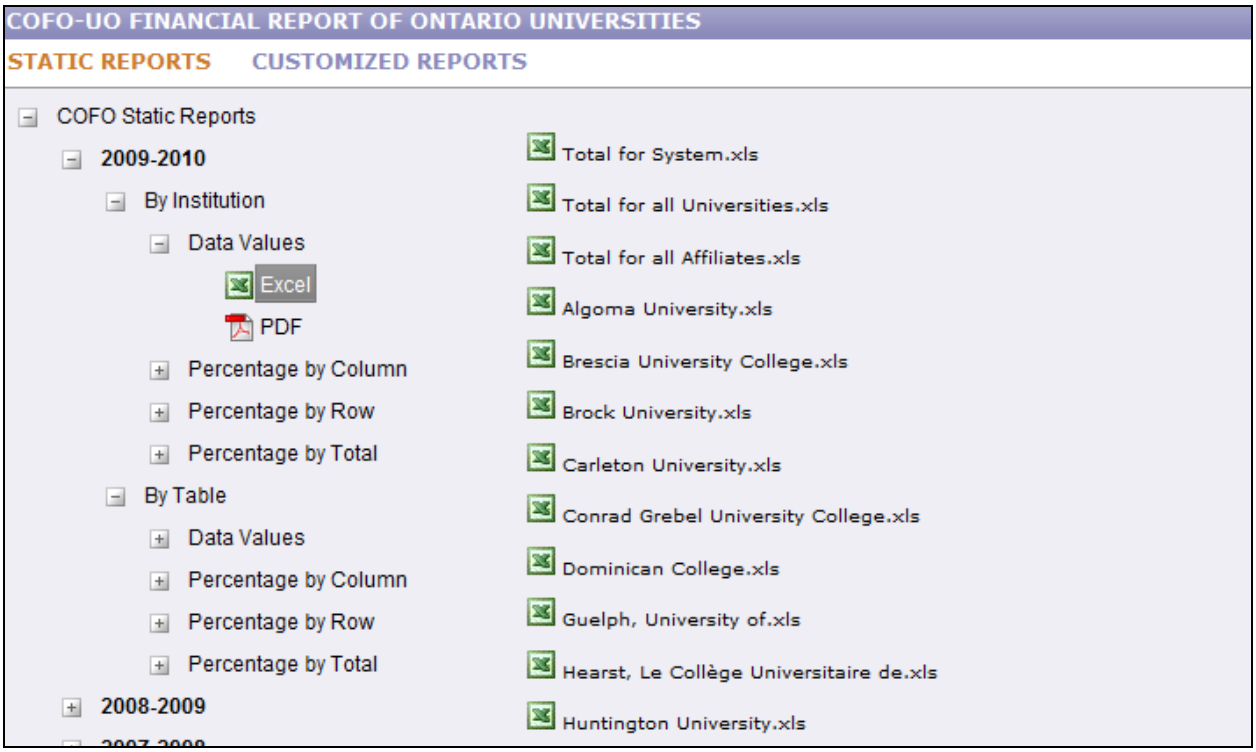
1. Total for System
2. Total for Universities
3. Total for Affiliates
4. Alphabetically by Institution



Downloading Reports

When a User selects a distribution type (Data Values, Percentage by Column, Percentage by Row, Percentage by Total), they can choose to view or download either the PDF or Excel file for viewing.





When a By Institution PDF is selected, the PDF file will contain all of the tables for the Institution or Rollup selected. In the example below, the PDF report will display all of the tables for the Total for System report.

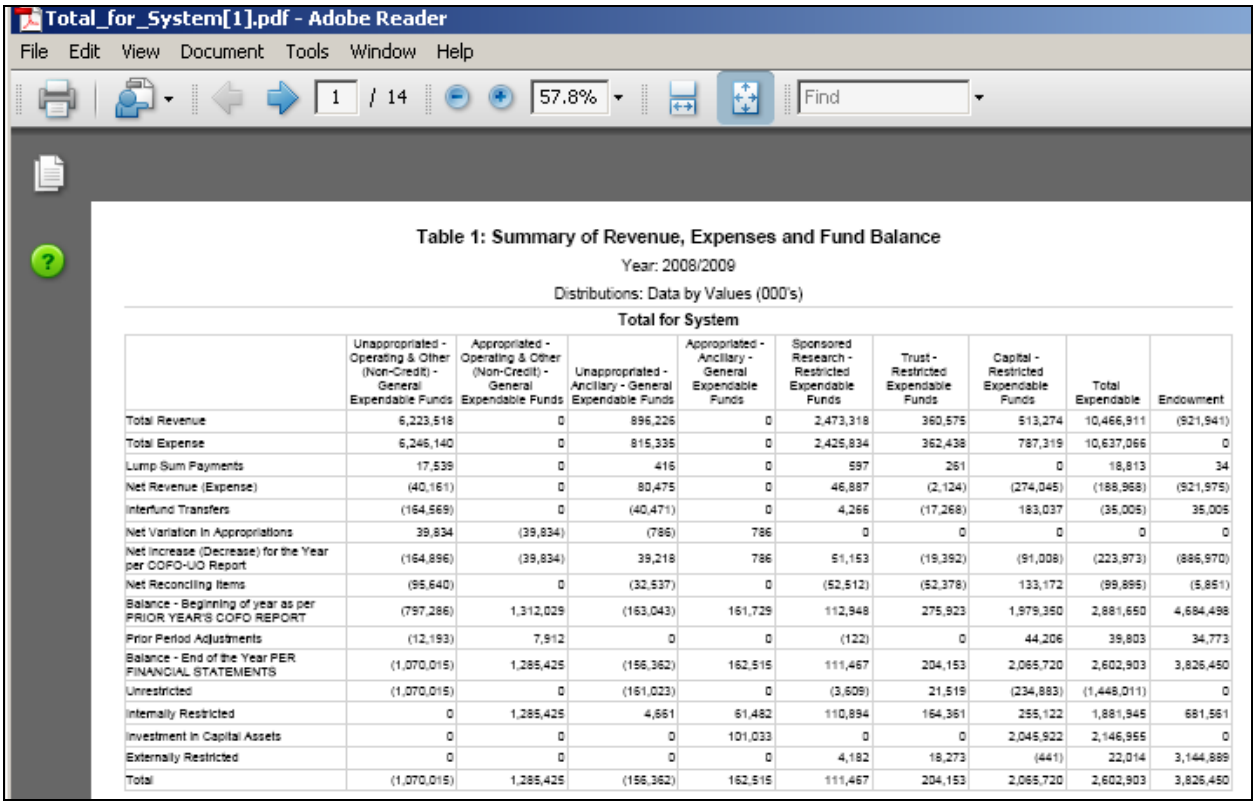


Table 1: Summary of Revenue, Expenses and Fund Balance

Year: 2008/2009

Distributions: Data by Values (000's)

Total for System

	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endowment
Total Revenue	6,223,518	0	896,226	0	2,473,318	360,575	513,274	10,466,911	(921,941)
Total Expense	6,246,140	0	815,335	0	2,425,834	362,438	787,319	10,637,066	0
Lump Sum Payments	17,539	0	416	0	597	261	0	18,813	34
Net Revenue (Expense)	(40,161)	0	80,475	0	46,887	(2,124)	(274,045)	(188,968)	(921,975)
Interfund Transfers	(164,569)	0	(40,471)	0	4,266	(17,268)	183,037	(35,005)	35,005
Net Variation in Appropriations	39,834	(39,834)	(786)	786	0	0	0	0	0
Net Increase (Decrease) for the Year per COFO-UO Report	(164,896)	(39,834)	39,218	786	51,153	(19,392)	(91,008)	(223,973)	(886,970)
Net Reconciling Items	(95,640)	0	(32,537)	0	(52,512)	(52,378)	133,172	(99,895)	(5,851)
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,979,350	2,881,650	4,684,498
Prior Period Adjustments	(12,193)	7,912	0	0	(122)	0	44,206	39,803	34,773
Balance - End of the Year PER FINANCIAL STATEMENTS	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450
Unrestricted	(1,070,015)	0	(161,023)	0	(3,609)	21,519	(234,883)	(1,448,011)	0
Internally Restricted	0	1,285,425	4,661	61,482	110,894	164,361	255,122	1,881,945	681,561
Investment in Capital Assets	0	0	0	101,033	0	0	2,045,922	2,146,955	0
Externally Restricted	0	0	0	0	4,182	18,273	(441)	22,014	3,144,889
Total	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450

When a By Institution Excel file is selected and the Excel file is opened the tables appear as tabs at the bottom of the workbook similar to the Template uploaded.

Table 1: Summary of Revenue, Expenses and Fund Balance

Year: 2008/2009

Distributions: Data by Values (000's)

Total for System

	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endo
Total Revenue	6223518	0	896226	0	2473318	360575	513274	10466911	(9
Total Expense	6246140	0	815335	0	2425834	362438	787319	10637066	
Lump Sum Payments	17539	0	416	0	597	261	0	18813	
Net Revenue (Expense)	(40161)	0	80475	0	46887	(2124)	(274045)	(188968)	(9
Interfund Transfers	(164569)	0	(40471)	0	4266	(17268)	183037	(35005)	
Net Variation in Appropriations	39834	(39834)	(786)	786	0	0	0	0	
Net Increase (Decrease) for the Year per COFO-UO Report	(164896)	(39834)	39218	786	51153	(19392)	(91008)	(223973)	(8
Net Reconciling Items	(95640)	0	(32537)	0	(52512)	(52378)	133172	(99895)	
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(797286)	1312029	(163043)	161729	112948	275923	1979350	2881650	4
Prior Period Adjustments	(12193)	7912	0	0	(122)	0	44206	39803	
Balance - End of the Year PER FINANCIAL STATEMENTS	(1070015)	1285425	(156362)	162515	111467	204153	2065720	2602903	3
Unrestricted	(1070015)	0	(161023)	0	(3609)	21519	(234883)	(1448011)	
Internally Restricted	0	1285425	4661	61482	110894	164361	255122	1881945	
Investment in Capital Assets	0	0	0	101033	0	0	2045922	2146955	
Externally Restricted	0	0	0	0	4182	18273	(441)	22014	3
Total	(1070015)	1285425	(156362)	162515	111467	204153	2065720	2602903	3

Table 1 | Table 2 | Table 3 | Table 4 | Table 5 | Table 6 | Table 7 | Table 10 | Table 11 | Table 12

When a By Table PDF is selected and the PDF file is opened, it will display the information in the same order as the directory structure - Total for System, Total for Universities, Total for Affiliates, followed by the Institutions in alphabetical order.

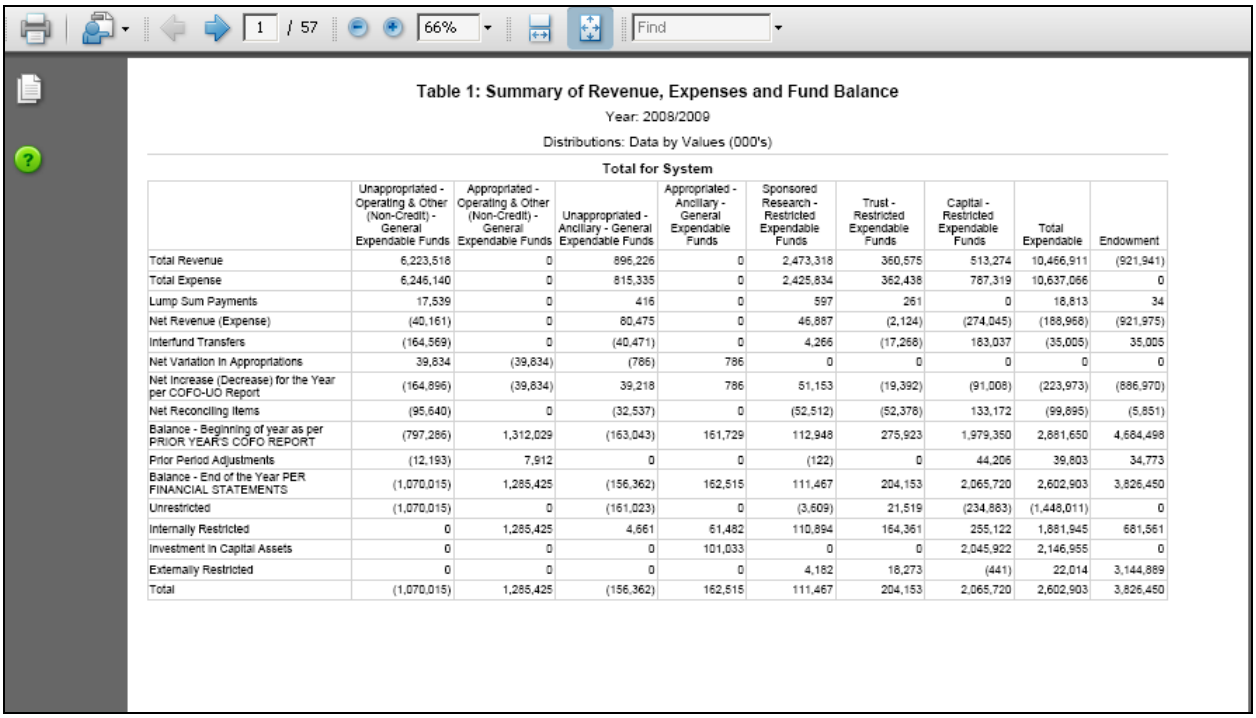


Table 1: Summary of Revenue, Expenses and Fund Balance

Year: 2008/2009

Distributions: Data by Values (000's)

Total for System

	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	Endowment
Total Revenue	6,223,516	0	896,226	0	2,473,318	360,575	513,274	10,466,911	(921,941)
Total Expense	6,246,140	0	815,335	0	2,425,834	362,438	787,319	10,637,066	0
Lump Sum Payments	17,539	0	416	0	597	261	0	18,813	34
Net Revenue (Expense)	(40,161)	0	80,475	0	46,887	(2,124)	(274,045)	(188,968)	(921,975)
Interfund Transfers	(164,569)	0	(40,471)	0	4,266	(17,268)	183,037	(35,005)	35,005
Net Variation in Appropriations	39,834	(39,834)	(786)	786	0	0	0	0	0
Net Increase (Decrease) for the Year per COFO-UO Report	(164,896)	(39,834)	39,218	786	51,153	(19,392)	(91,008)	(223,973)	(886,970)
Net Reconciling Items	(95,640)	0	(32,537)	0	(52,512)	(52,378)	133,172	(99,895)	(5,851)
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,979,350	2,681,650	4,684,498
Prior Period Adjustments	(12,193)	7,912	0	0	(122)	0	44,206	39,803	34,773
Balance - End of the Year PER FINANCIAL STATEMENTS	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450
Unrestricted	(1,070,015)	0	(161,023)	0	(3,609)	21,519	(234,883)	(1,448,011)	0
Internally Restricted	0	1,285,425	4,661	61,482	110,894	164,361	255,122	1,881,945	681,561
Investment in Capital Assets	0	0	0	101,033	0	0	2,045,922	2,146,955	0
Externally Restricted	0	0	0	0	4,182	18,273	(441)	22,014	3,144,889
Total	(1,070,015)	1,285,425	(156,362)	162,515	111,467	204,153	2,065,720	2,602,903	3,826,450

When a By Table Excel file is selected and the Excel file is opened, the Rollups and the individual Institutions will appear on different tabs in the workbook in the same order as the directory structure - Total for System, Total for Universities, Total for Affiliates followed by the Institutions in alphabetical order.

Table 1: Summary of Revenue, Expenses and Fund Balance

Year: 2008/2009

Distributions: Data by Values (000's)

Total for all Affiliates

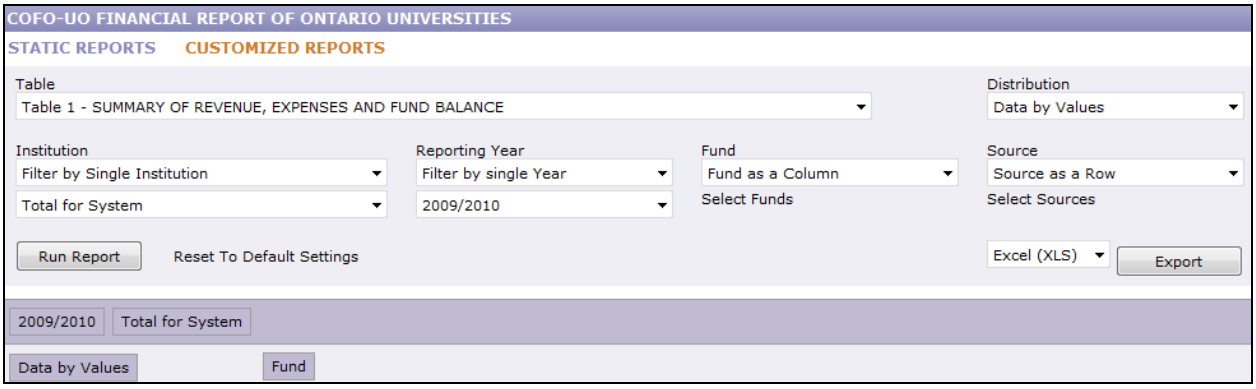
	Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds	Total Expendable	End
Total Revenue	150790	0	70832	0	1359	5362	6873	235216	
Total Expense	165557	0	44646	0	1607	8901	12386	233097	
Lump Sum Payments	0	0	0	0	0	0	0	0	
Net Revenue (Expense)	(14767)	0	26186	0	(248)	(3539)	(5513)	2119	
Interfund Transfers	(32865)	0	(11312)	0	44	5206	10021	(28906)	
Net Variation in Appropriations	292	(292)	(50)	50	0	0	0	0	
Net Increase (Decrease) for the Year per COFO-UO Report	(47340)	(292)	14824	50	(204)	1667	4508	(26787)	
Net Reconciling Items	35290	0	(13900)	0	138	1662	684	23874	
Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	23845	2395	10179	285	371	47843	43091	128009	
Prior Period Adjustments	(12550)	0	0	0	(122)	0	52475	39803	
Balance - End of the Year PER FINANCIAL STATEMENTS	(755)	2103	11103	335	183	51172	100758	164899	
Unrestricted	(755)	0	11103	0	0	17178	(133)	27393	
Internally Restricted	0	2103	0	335	10	19100	1204	22752	
Investment in Capital Assets	0	0	0	0	0	0	100128	100128	
Externally Restricted	0	0	0	0	173	14894	(441)	14626	
Total	(755)	2103	11103	335	183	51172	100758	164899	

Total for System | Total for all Universities | **Total for all Affiliates** | Algoma University | Bresci.

The Percentage By Row, Percentage by Column and Percentage by Total Excel and PDF reports all display the same way as the Data Values reports.

5. Customized Reporting

Click on the Customized Reporting tab on the COFO-UO Reports website to access the Customized Reporting options. The following page appears:



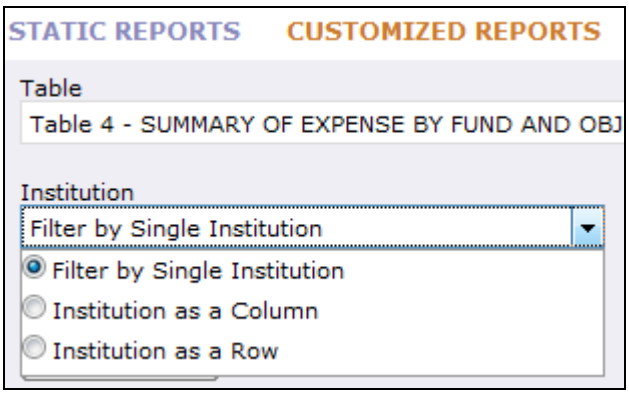
The settings that appear when you access the page have been set as defaults for the page.

Entering Criteria to Run a Report

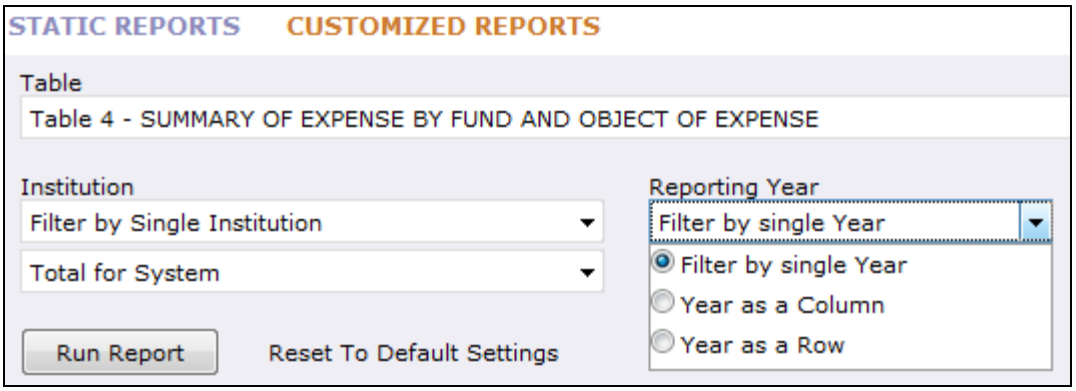
To run a report click on the dropdowns arrows and enter the criteria for the report you would like to run. Select the Table, Distribution, Institution, Reporting Year, Fund(s) and Source(s) options that you would like to see.

For Institution, Reporting Year, Fund and Source you have the option to put these on either the row or the column. To do this, click on the down arrow beside the applicable criteria and select the Option required. If you select the Filter by a Single *value* option, then this value will remain at the higher level, like the Table criteria, assuming that another Row or Column criteria exists.

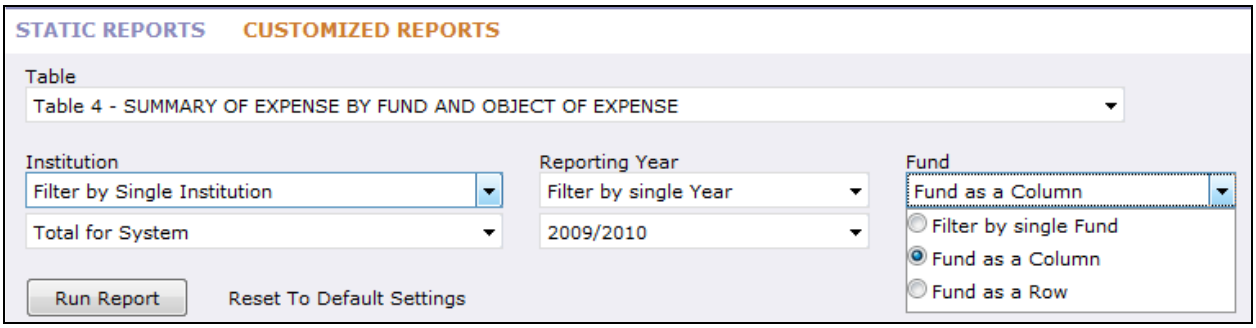
The options for Institution are as follows:



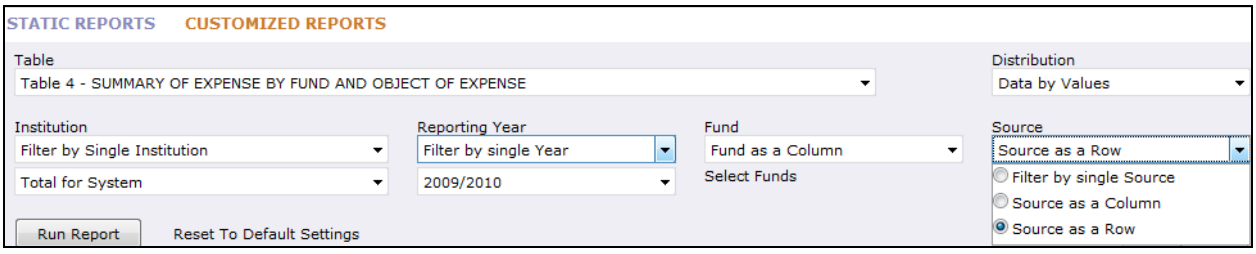
The options for Reporting Year are as follows:



The options for Fund are as follows:

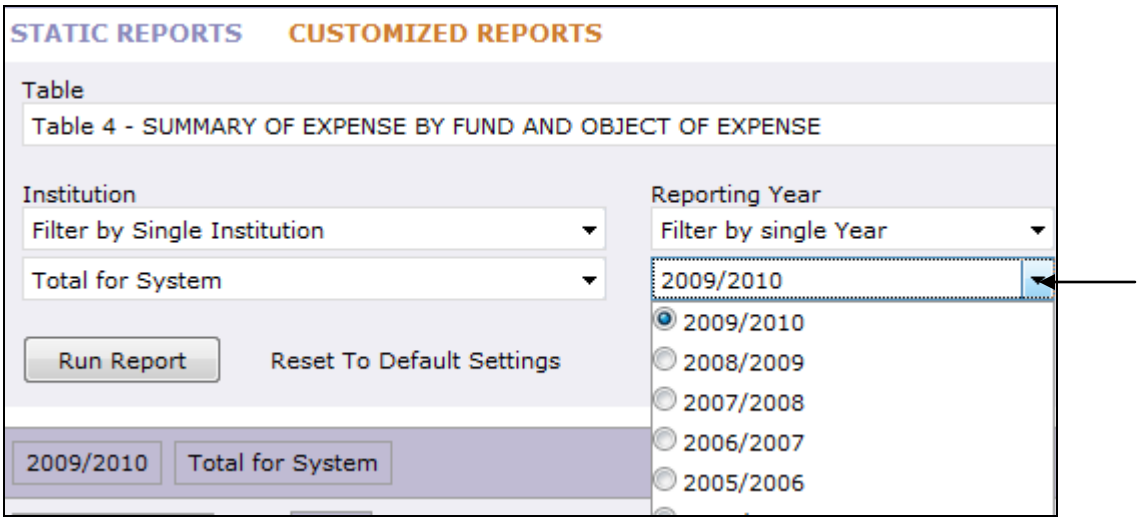


The options for Source are as follows:



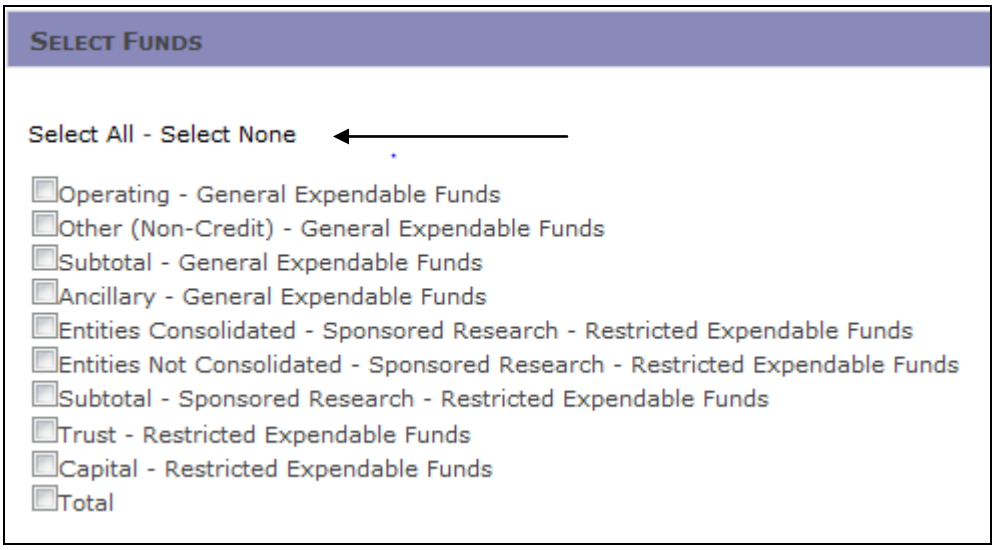
When the Filter by a Single Reporting Year, Fund or Source is selected, the User has to select a single value in the drop down box below the criteria option.

Example of the Reporting Year options (note this is restricted to the reporting years that have been run and are on-line or offline if you are the COU Administrator) – Click on the dropdown arrow beside the year listed and select the desired year.



When the select the option *As Row or As Column,* the User has to select the criteria desired from the list of options available. For example, the Fund as a Column was selected so the Select Funds option is available.

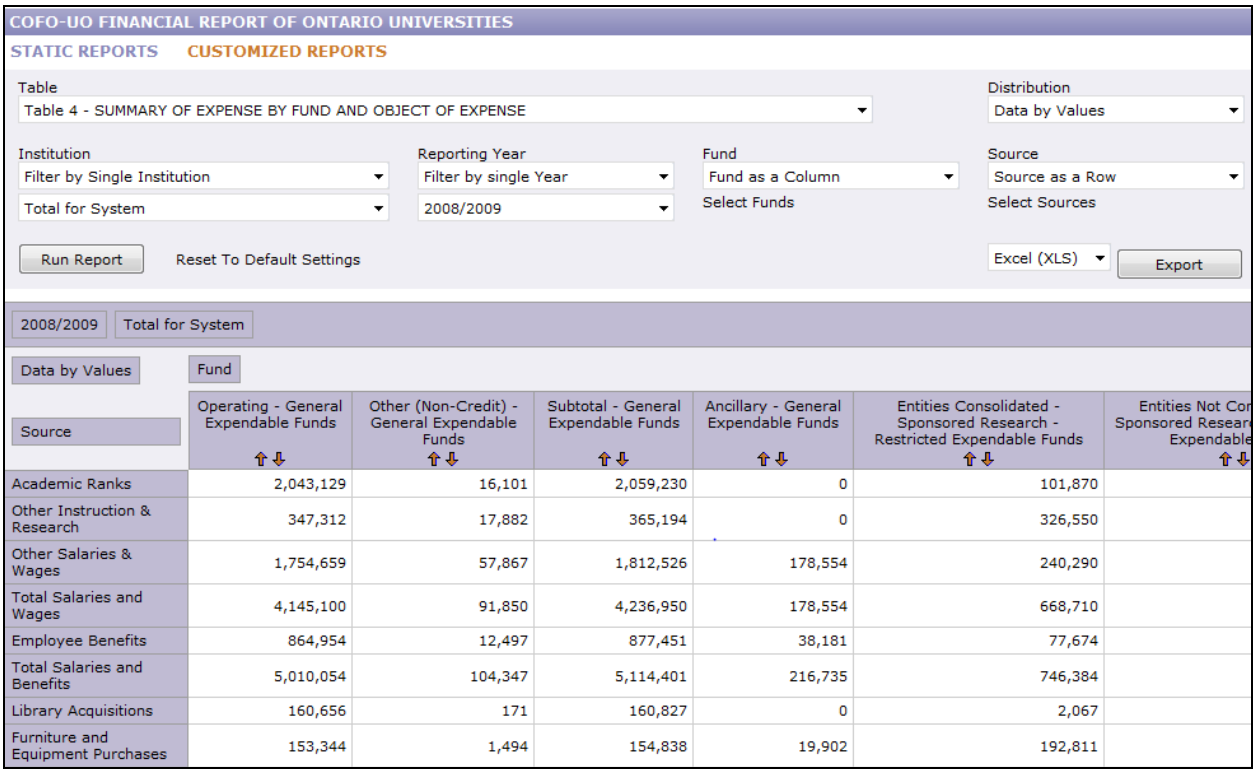
When the Select Funds option is selected, a list of the Funds for that table will be displayed. Select the funds you would like to see in the report and click OK.


SELECT FUNDS
Select All - Select None
Operating - General Expendable Funds
Other (Non-Credit) - General Expendable Funds
Subtotal - General Expendable Funds
Ancillary - General Expendable Funds
Entities Consolidated - Sponsored Research - Restricted Expendable Funds
Entities Not Consolidated - Sponsored Research - Restricted Expendable Funds
Subtotal - Sponsored Research - Restricted Expendable Funds
Trust - Restricted Expendable Funds
Capital - Restricted Expendable Funds
Total

Running the Report

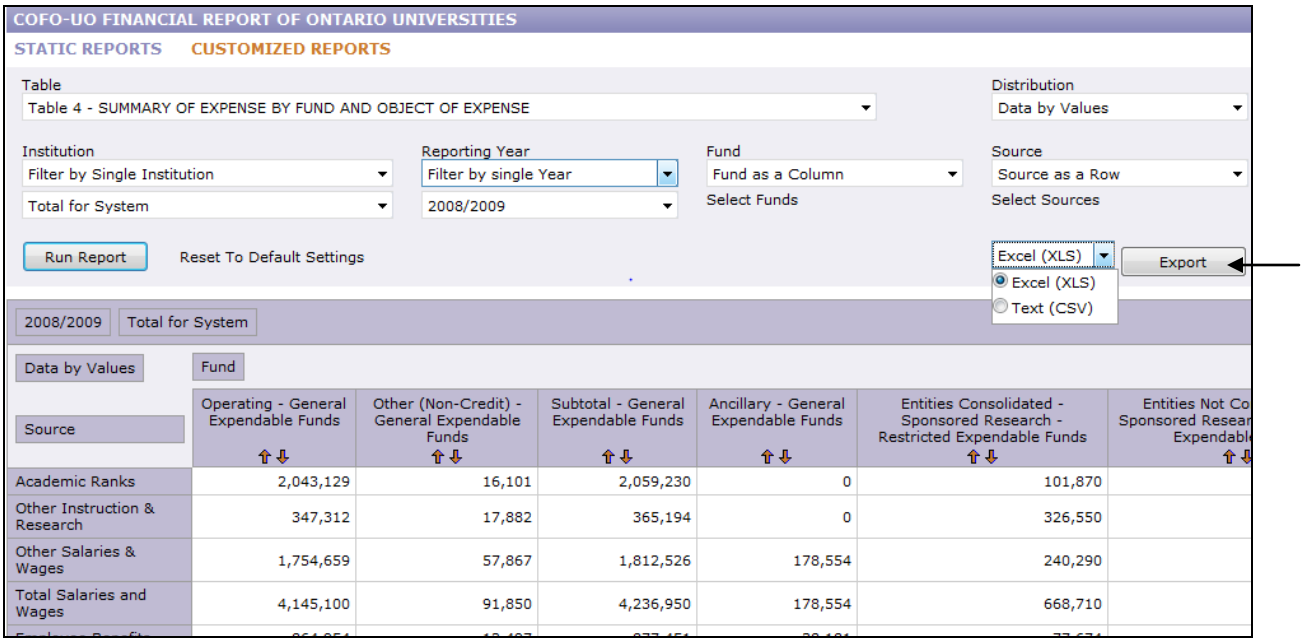
Once all of the criteria have been selected, click on Run Report button to generate the report based on the criteria selected.

The report information will be displayed on the bottom section of the page.


COFO-UO FINANCIAL REPORT OF ONTARIO UNIVERSITIES
STATIC REPORTS
CUSTOMIZED REPORTS
Table
Table 4 - SUMMARY OF EXPENSE BY FUND AND OBJECT OF EXPENSE
Distribution
Data by Values
Institution
Filter by Single Institution
Total for System
Reporting Year
Filter by single Year
2008/2009
Fund
Fund as a Column
Select Funds
Source
Source as a Row
Select Sources
Run Report
Reset To Default Settings
Excel (XLS)
Export
2008/2009
Total for System
Data by Values
Fund
Source
Operating - General Expendable Funds
Other (Non-Credit) - General Expendable Funds
Subtotal - General Expendable Funds
Ancillary - General Expendable Funds
Entities Consolidated - Sponsored Research - Restricted Expendable Funds
Academic Ranks 2,043,129 16,101 2,059,230 0 101,870
Other Instruction & Research 347,312 17,882 365,194 0 326,550
Other Salaries & Wages 1,754,659 57,867 1,812,526 178,554 240,290
Total Salaries and Wages 4,145,100 91,850 4,236,950 178,554 668,710
Employee Benefits 864,954 12,497 877,451 38,181 77,674
Total Salaries and Benefits 5,010,054 104,347 5,114,401 216,735 746,384
Library Acquisitions 160,656 171 160,827 0 2,067
Furniture and Equipment Purchases 153,344 1,494 154,838 19,902 192,811

Exporting the Report Data

The User then has the option to Export the data to Excel or CSV by clicking on the dropdown beside the Export button and selecting Excel (XLS) or Text (CSV) and then clicking on the Export button. The file can then be opened or saved.



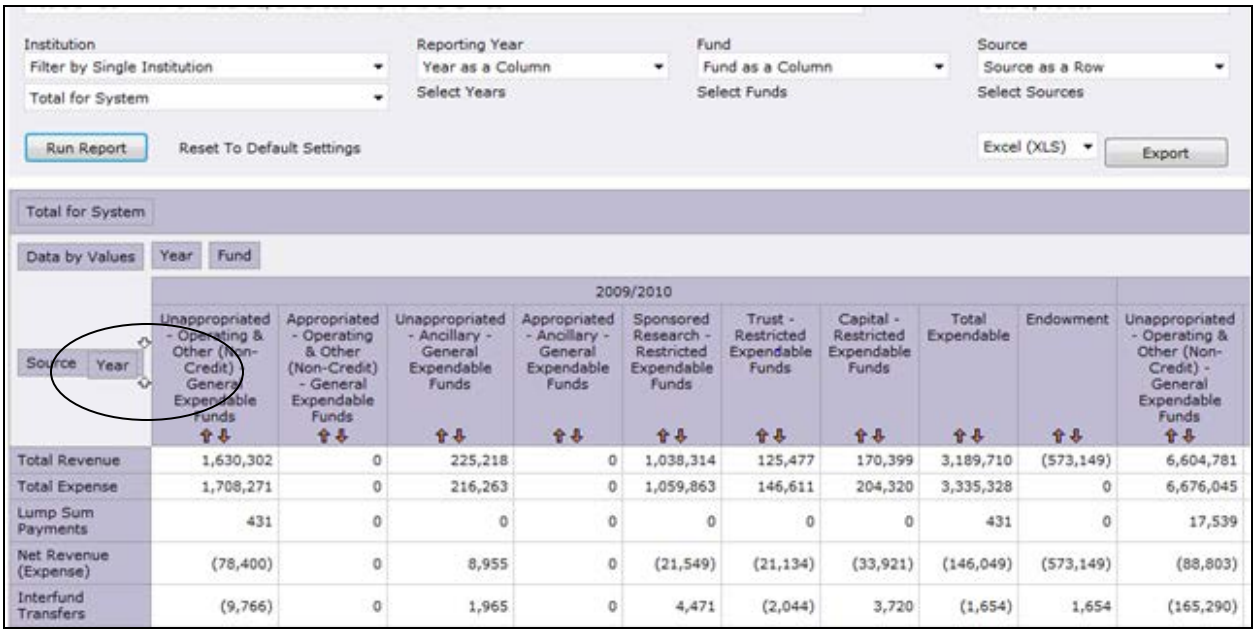
Once the report has been exported to Excel, all of the Excel tools are available to be used.

	A	B	C	D	E	F	G	H
1	Table 1 - SUMMARY OF REVENUE, EXPENSES AND FUND BALANCE							
2	Total for System							
3	2007/2008							
4	Data Values							
5		Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds	Appropriated - Operating & Other (Non-Credit) - General Expendable Funds	Unappropriated - Ancillary - General Expendable Funds	Appropriated - Ancillary - General Expendable Funds	Sponsored Research - Restricted Expendable Funds	Trust - Restricted Expendable Funds	Capital - Restricted Expendable Funds
6	Total Revenue	6,335,597	0	847,232	0	2,421,613	434,890	582,175
7	Total Expense	5,993,726	0	801,721	0	2,356,638	381,720	759,331
8	Lump Sum Payments	7,293	0	12	0	52	641	0
9	Net Revenue (Expense)	334,903	0	45,499	0	64,923	52,529	(177,156)
10	Interfund Transfers	(163,216)	0	(37,573)	0	(7,585)	(7,428)	222,666
11	Net Variation in Appropriations	(6,847)	6,848	(27,733)	27,733	0	0	0
12	Net Increase (Decrease) for the Year per COFO-UO Report	164,840	6,848	(19,807)	27,733	57,338	45,101	45,510
13	Net Reconciling Items	(235,450)	0	(19,342)	0	(54,216)	(53,666)	135,618
14	Balance - Beginning of year as per PRIOR YEAR'S COFO REPORT	(757,003)	1,306,205	(111,099)	133,208	109,826	281,195	1,820,213
15	Prior Period Adjustments	30,327	(1,024)	(12,795)	788	0	3,293	(21,991)
16	Balance - End of the Year PER FINANCIAL STATEMENTS	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,979,350
17	Unrestricted	(797,286)	0	(163,322)	0	(3,468)	66,670	(143,943)
18	Internally Restricted	0	1,312,029	279	57,037	115,682	191,983	165,089
19	Investment in Capital Assets	0	0	0	104,692	0	0	1,958,704
20	Externally Restricted	0	0	0	0	734	17,270	(500)
21	Total	(797,286)	1,312,029	(163,043)	161,729	112,948	275,923	1,982,434

Obtaining Different Reporting Views

After the report has been run, the User has the option to drag and drop the Institution, Year, Fund or Source to move them from the row to the column or the column to the row. Criteria can be moved around as required as long as one row or column value remains.

In the example below to move year from the column to the row click on year and drag it to the row. Once the up and down arrows appear release it and the report will refresh moving it to the row.

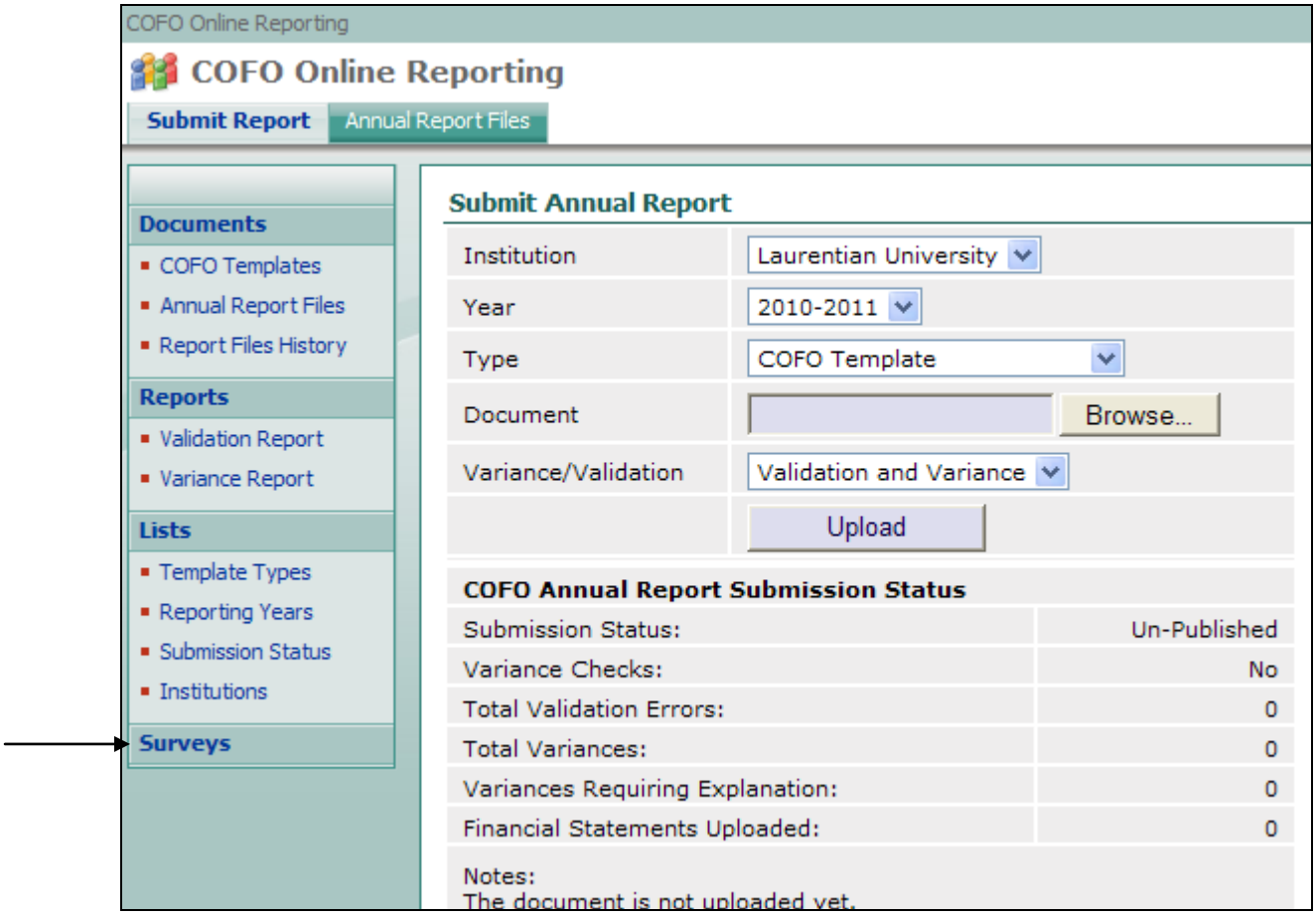

Institution
Filter by Single Institution
Total for System
Reporting Year
Year as a Column
Select Years
Fund
Fund as a Column
Select Funds
Source
Source as a Row
Select Sources
Run Report
Reset To Default Settings
Excel (XLS)
Export
Total for System
Data by Values
Year
Fund
Source
Year
2009/2010
Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds
Appropriated - Operating & Other (Non-Credit) - General Expendable Funds
Unappropriated - Ancillary - General Expendable Funds
Appropriated - Ancillary - General Expendable Funds
Sponsored Research - Restricted Expendable Funds
Trust - Restricted Expendable Funds
Capital - Restricted Expendable Funds
Total Expendable
Endowment
Unappropriated - Operating & Other (Non-Credit) - General Expendable Funds
Total Revenue 1,630,302 0 225,218 0 1,038,314 125,477 170,399 3,189,710 (573,149) 6,604,781
Total Expense 1,708,271 0 216,263 0 1,059,863 146,611 204,320 3,335,328 0 6,676,045
Lump Sum Payments 431 0 0 0 0 0 0 431 0 17,539
Net Revenue (Expense) (78,400) 0 8,955 0 (21,549) (21,134) (33,921) (146,049) (573,149) (88,803)
Interfund Transfers (9,766) 0 1,965 0 4,471 (2,044) 3,720 (1,654) 1,654 (165,290)

5. Survey Information

Overview of Survey Functionality

The COU Survey forms are in the process of being added to the COU-COFO Online Reporting application for entry and approval by the Universities.

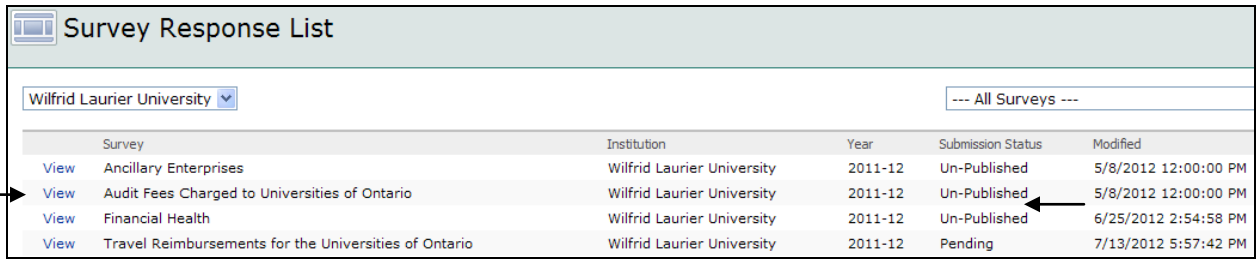
To access the Survey information, log into the COU-COFO Online application and select the Surveys menu item.



The Survey Response List page will appear. Any survey that has been initiated by the COU Administrator will appear in the list. Only surveys for your Institution will appear in the list.

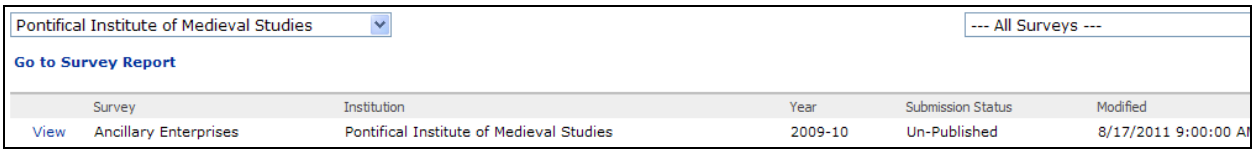
The Surveys follow the same submission and approval process as the Template process, except that the surveys are filled out online and the Templates are uploaded.

Universities will see all four surveys in their Survey list:

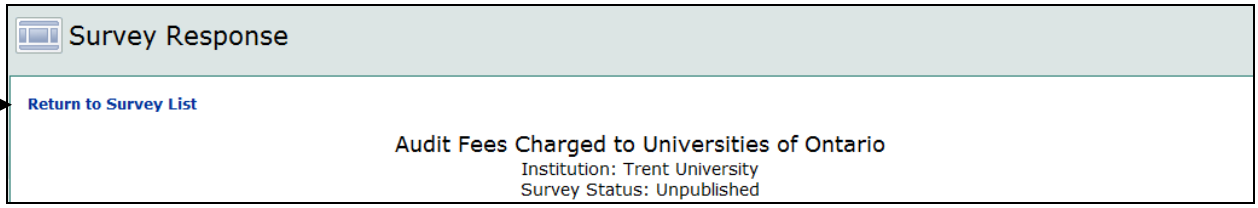


To access your Survey form, click on the **View** hyperlink on the left hand side of the page and the applicable survey related page will appear.

Affiliates will only see the Ancillary Survey in their Survey list:



To return to the Survey Response List, click on the **Return to Survey List** hyperlink in the top left corner of the page.

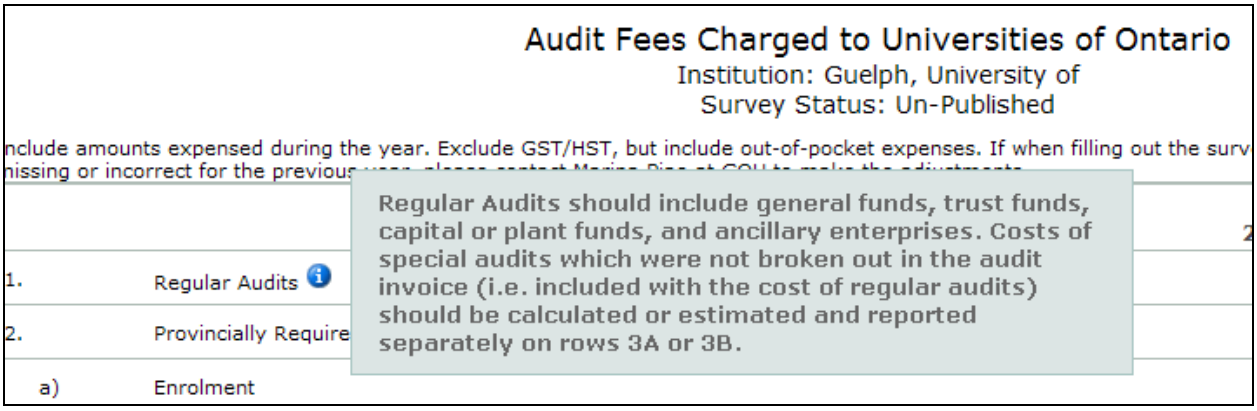


6. Audit Survey

Entering Audit Survey Information

The Audit Survey form is comprised of eight different questions. Two years of historical information are provided on the online form for reference for each question.

General information to keep in mind when filling out the form is listed at the top of the page. At various points on the page, Information buttons are included to provide additional information about that specific row. To view the information, place your cursor over the information button and a text box will appear with the applicable information.


Audit Fees Charged to Universities of Ontario
Institution: Guelph, University of
Survey Status: Un-Published
nclude amounts expensed during the year. Exclude GST/HST, but include out-of-pocket expenses. If when filling out the surv
Regular Audits should include general funds, trust funds, capital or plant funds, and ancillary enterprises. Costs of special audits which were not broken out in the audit invoice (i.e. included with the cost of regular audits) should be calculated or estimated and reported separately on rows 3A or 3B.
1. Regular Audits
2. Provincially Require
a) Enrolment

Two sections on the Audit Survey 2c – Other Provincial and 3b – Total Other Special, contain detail rows listing information on the audits done in previous years. These sections also contain options to insert new rows using the **Add new audit row** hyperlink.

To remove a row added to either of these sections by mistake, click on the ✕ button that appears at the front of the new row.

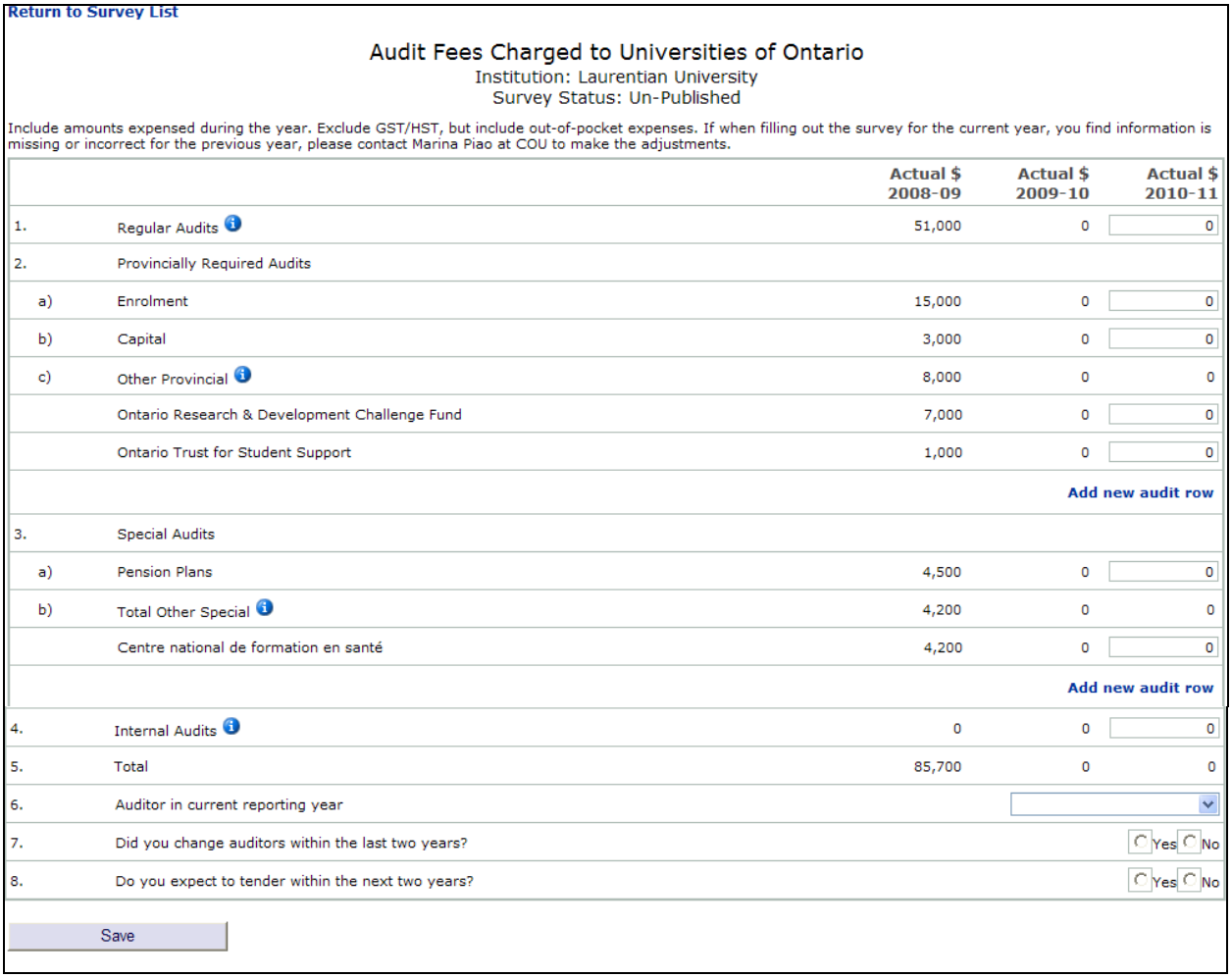
c) Other Provincial 14,800 16,080 0
Ontario Student Opportunity Trust Fund 7,000 3,680 0
Ontario Trust for Student Support 3,500 3,680 0
Public Service Pension Supplement 4,300 4,000 0
OMAFRA Agreement 0 4,720 0
0 0
Add new audit row

It is important to note that the ✕ button will only appear on rows that do not contain historical information. Rows with historical information cannot be removed or updated without contacting COU.

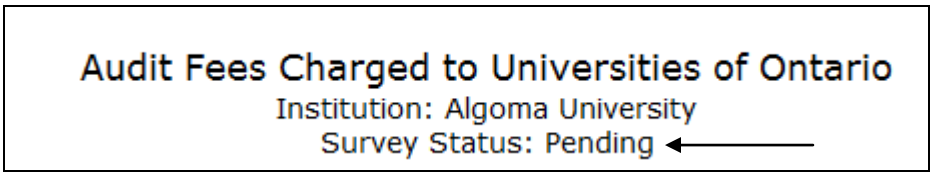
Question 6 has a drop down list associated with the box that contains a list of Auditors used in previous years. If the Auditor used by the University does not appear in the list, the “Other”

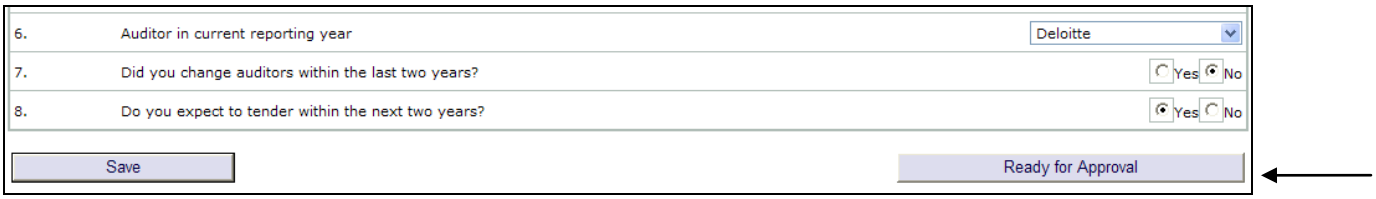
option is to be selected. Once selected, a second text box will appear to enter the Auditor information.

The COFO Reporter at the University will open the Audit Survey form to enter the applicable information for the current year.


Return to Survey List
Audit Fees Charged to Universities of Ontario
Institution: Laurentian University
Survey Status: Un-Published
Include amounts expensed during the year. Exclude GST/HST, but include out-of-pocket expenses. If when filling out the survey for the current year, you find information is missing or incorrect for the previous year, please contact Marina Piao at COU to make the adjustments.
Actual $ 2008-09
Actual $ 2009-10
Actual $ 2010-11
1. Regular Audits 51,000 0 0
2. Provincially Required Audits
a) Enrolment 15,000 0 0
b) Capital 3,000 0 0
c) Other Provincial 8,000 0 0
Ontario Research & Development Challenge Fund 7,000 0 0
Ontario Trust for Student Support 1,000 0 0
Add new audit row
3. Special Audits
a) Pension Plans 4,500 0 0
b) Total Other Special 4,200 0 0
Centre national de formation en santé 4,200 0 0
Add new audit row
4. Internal Audits 0 0 0
5. Total 85,700 0 0
6. Auditor in current reporting year
7. Did you change auditors within the last two years? Yes No
8. Do you expect to tender within the next two years? Yes No
Save

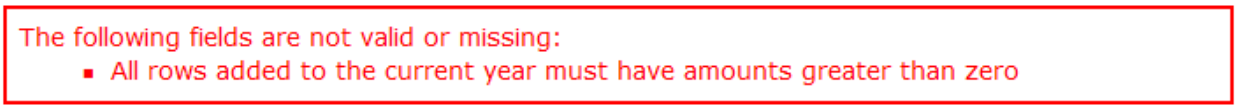
As information is added, the COFO Reporter can click on the Save Button at the bottom of the page to save the changes made to the survey so far. After the initial save of the form, the Survey Status will change from Un-Published to Pending (noted at the top of the page and on the Survey Response List page) and a Ready for Approval button will appear on the bottom right hand side of the page.


Audit Fees Charged to Universities of Ontario
Institution: Algoma University
Survey Status: Pending


6. Auditor in current reporting year
Deloitte
7. Did you change auditors within the last two years?
Yes No
8. Do you expect to tender within the next two years?
Yes No
Save
Ready for Approval

Validation Checks Completed when the Survey page is saved

It is important to note that there are a number of validation checks being done when the Audit Survey page is saved. If certain criteria are invalid or missing, the User will receive error messages and the page cannot be saved and new rows cannot be added to the two sections until the corrections are made. The error messages will appear on the bottom of the page. An example is shown below.



The validation checks completed on the page and the corresponding error messages returned are listed in the table below.

Validation Check	Error Message
Negative amounts cannot be entered on the permanent Survey question rows (does not pertain to 2c or 3b)	Amount has to be greater than or equal to zero
Negative amounts or zero amounts cannot be entered on new rows added in section 2c or 3b. Existing rows in these sections, but not new ones.	All rows added to the current year must have amounts greater than zero
Duplicate descriptions cannot be entered within section 2c or 3b	Description “Description entered" appears more than once (Description entered is the text entered by the User)
A new detail row has been added to section 2c or 3b and no dollar amount has been entered on the row.	Amount is mandatory for new rows
A new detail row has been added to section 2c or 3b and no description has been entered on the row.	A description is mandatory for new rows

Validation Checks Completed when the Ready for Approval button is Selected

Since it is assumed, that the University will need to enter information and save it periodically, not all of the validation checks are performed when the Save button is used.

There are three validation checks completed when the Ready for Approval button is selected. The validation checks completed on the page and the corresponding error messages returned are listed in the table below.

Validation Check	Error Message
Confirmation that an Auditor has been entered	Auditor in the current reporting year?
Confirmation that a Yes or No answer was provided to Question 7	Did you change auditors within the last two years?
Confirmation that a Yes or No answer was provided to Question 8	Do you expect to tender within the next two years?

Submitting the Audit Survey for Approval

Once the COFO Reporter has completed all of the sections of the Audit Survey form and they are satisfied that the information is complete, they can submit the survey for approval to the COFO Approver. To submit the Survey, click on the Ready for Approval button at the bottom of the page. Note all validation checks must be corrected for the survey status to change.

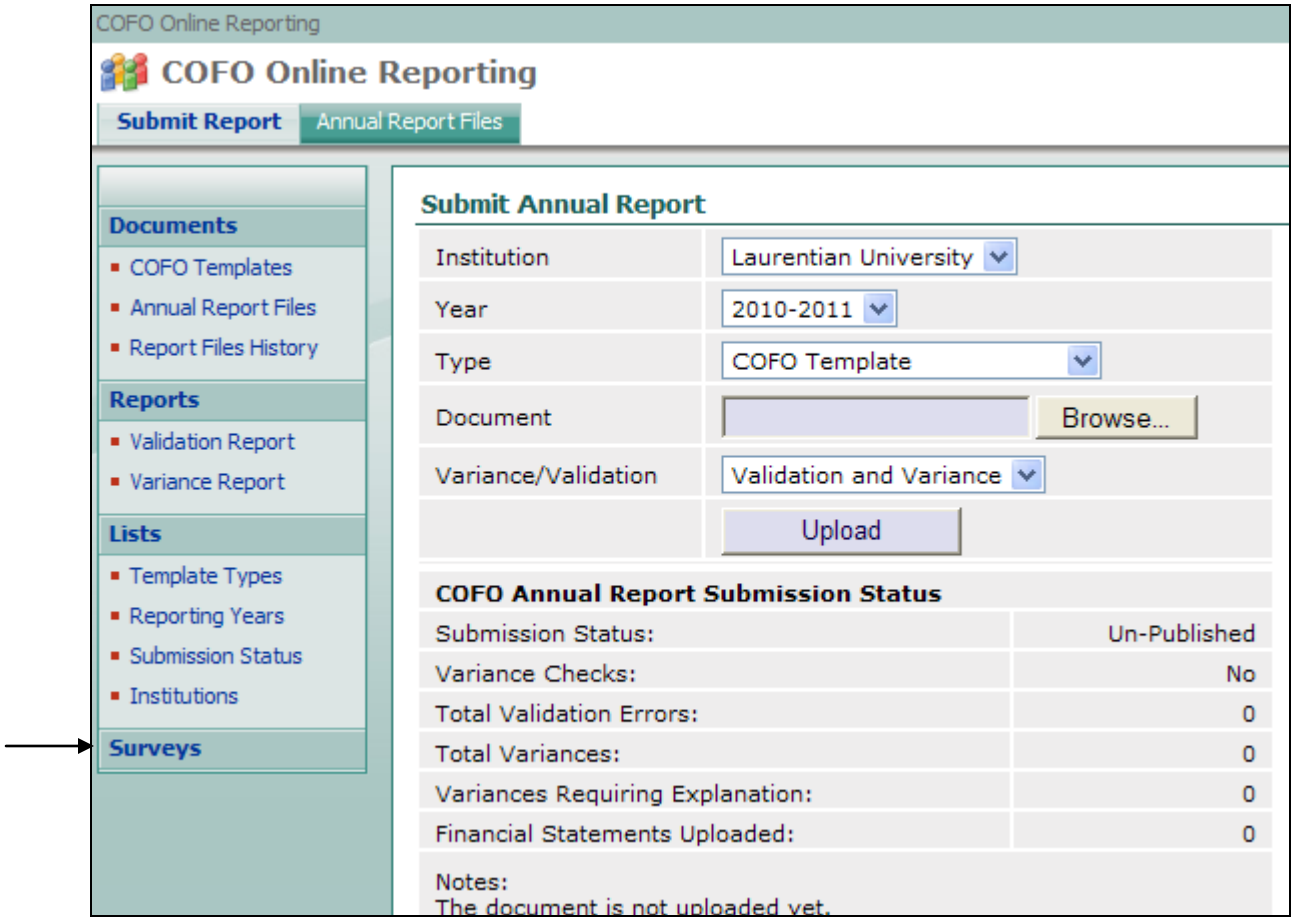
Once the Ready for Approval button is selected, the survey form will save, re-confirm all of the validation checks and change the status to Ready for Approval. Once the status is changed, the Save and Ready for Approval buttons will be removed from the bottom of the page and no additional changes are allowed. At this point an email is automatically sent to the COFO Approver advising them that the survey is ‘Ready for Approval’.

The survey is then ready to be Approved by the COFO Approver.

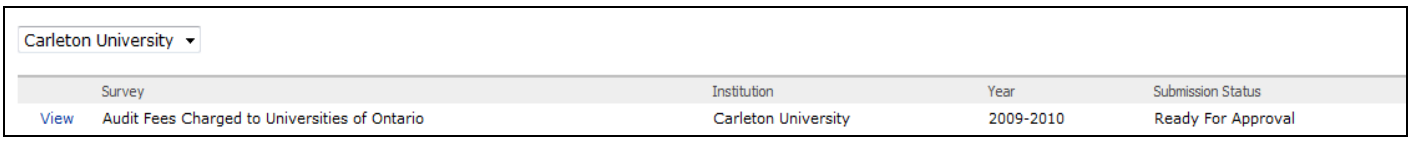
Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as Approved to COU.

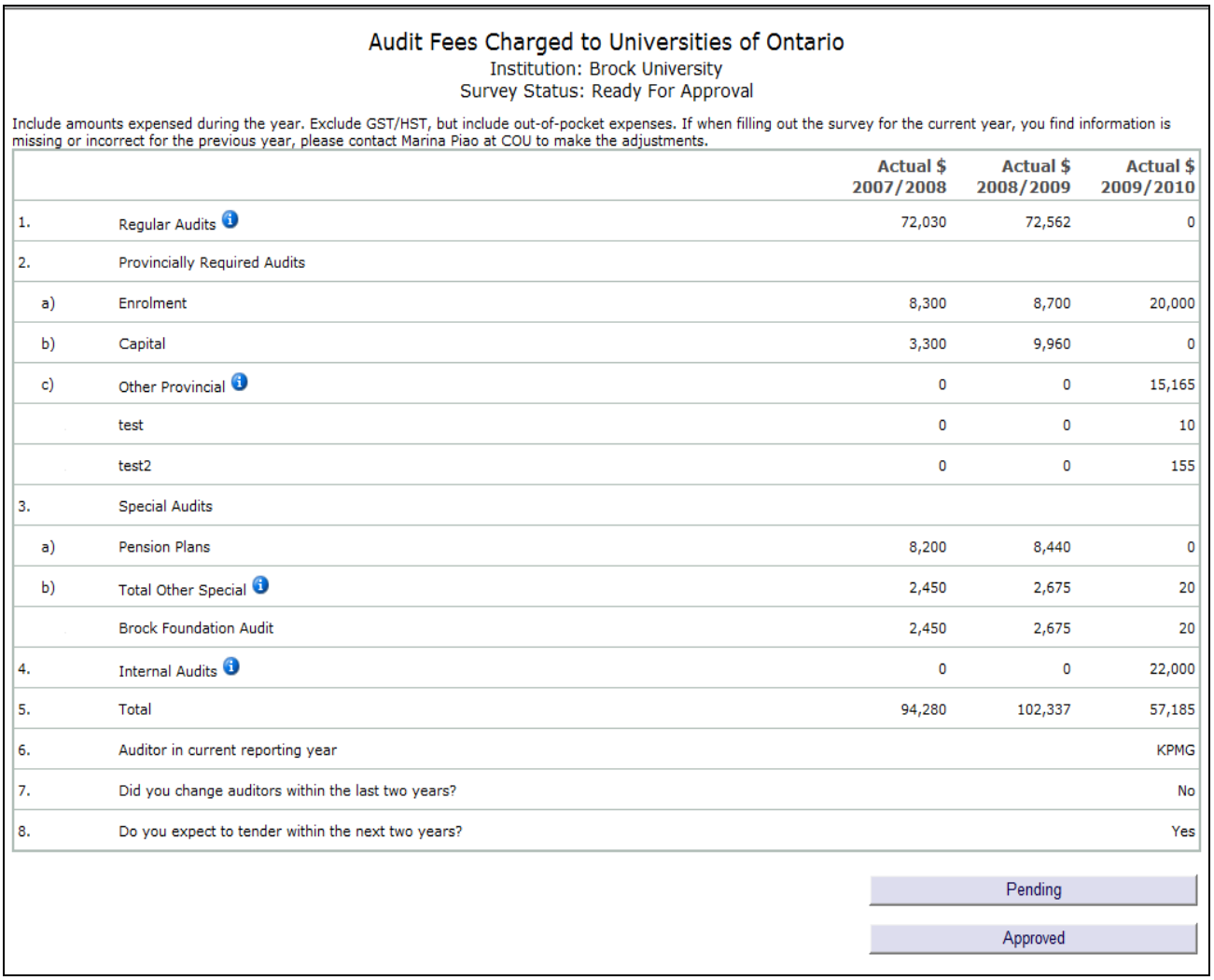
To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item.



The following page will appear. Note only the University the COFO Approver has access to will appear on the Survey Response List page.



Click on the **View** hyperlink on the left hand side of the page to open the Audit Survey page. The COFO Approver cannot change any of the values enter, they can only view them.



Audit Fees Charged to Universities of Ontario
Institution: Brock University
Survey Status: Ready For Approval

Include amounts expensed during the year. Exclude GST/HST, but include out-of-pocket expenses. If when filling out the survey for the current year, you find information is missing or incorrect for the previous year, please contact Marina Piao at COU to make the adjustments.

		Actual $ 2007/2008	Actual $ 2008/2009	Actual $ 2009/2010
1.	Regular Audits	72,030	72,562	0
2.	Provincially Required Audits			
a)	Enrolment	8,300	8,700	20,000
b)	Capital	3,300	9,960	0
c)	Other Provincial	0	0	15,165
	test	0	0	10
	test2	0	0	155
3.	Special Audits			
a)	Pension Plans	8,200	8,440	0
b)	Total Other Special	2,450	2,675	20
	Brock Foundation Audit	2,450	2,675	20
4.	Internal Audits	0	0	22,000
5.	Total	94,280	102,337	57,185
6.	Auditor in current reporting year			KPMG
7.	Did you change auditors within the last two years?			No
8.	Do you expect to tender within the next two years?			Yes

Pending

Approved

Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

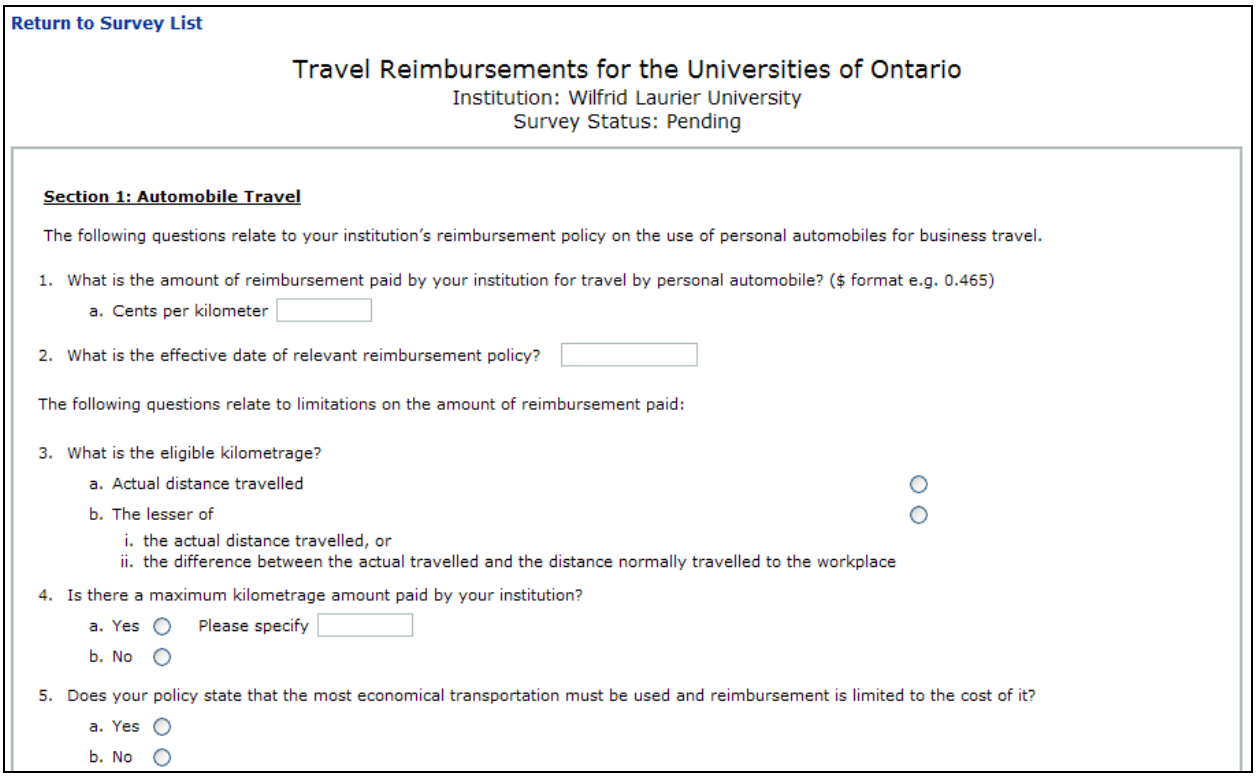
7. Travel Survey

Entering Travel Survey Information

The Travel Survey form is comprised of five sections. Each section contains questions that must be reviewed and answered if they apply to your University's policy.

The COFO Reporter at the University will open the Travel Survey form to enter the applicable information for the current year.

Section 1 is as follows:



Return to Survey List

Travel Reimbursements for the Universities of Ontario
Institution: Wilfrid Laurier University
Survey Status: Pending

Section 1: Automobile Travel

The following questions relate to your institution's reimbursement policy on the use of personal automobiles for business travel.

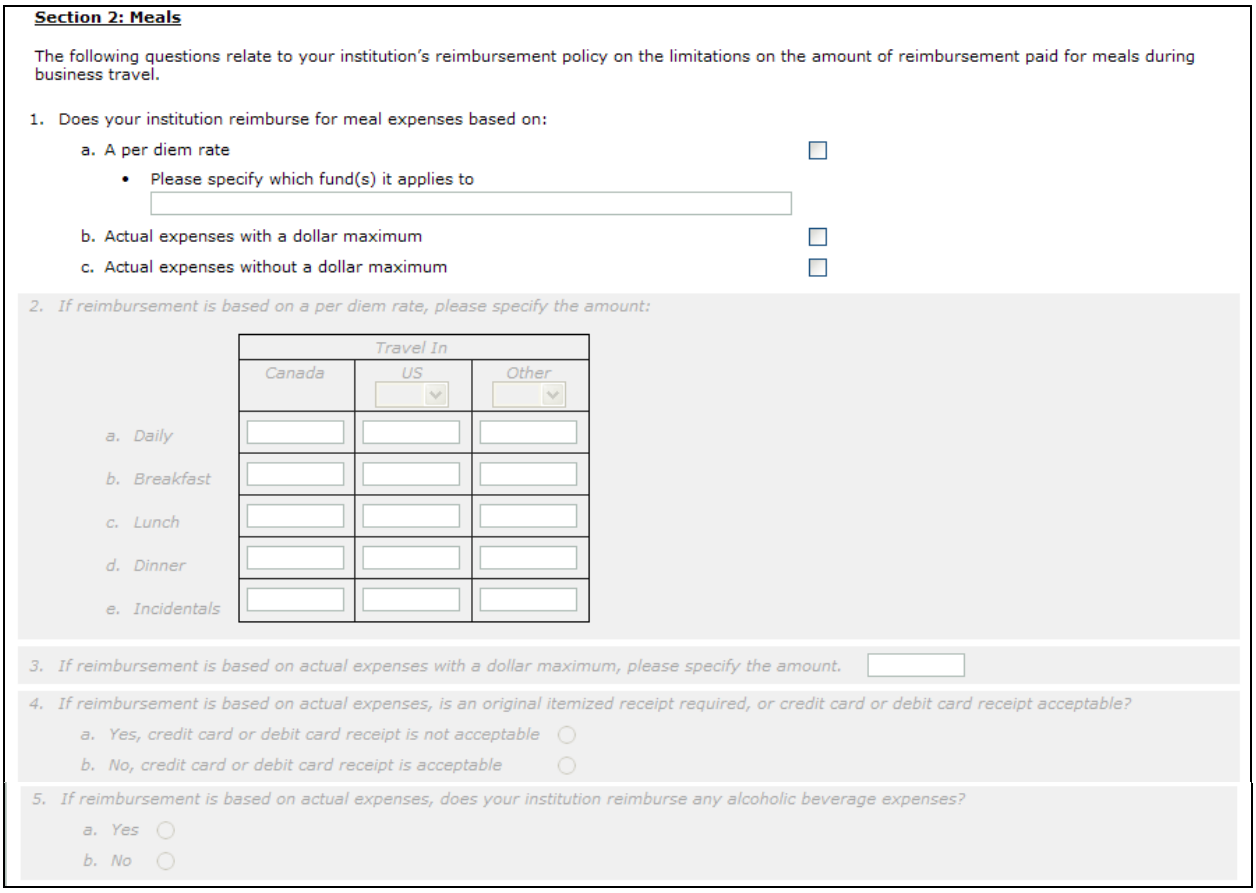
1. What is the amount of reimbursement paid by your institution for travel by personal automobile? ($ format e.g. 0.465)
   a. Cents per kilometer
2. What is the effective date of relevant reimbursement policy?

The following questions relate to limitations on the amount of reimbursement paid:

3. What is the eligible kilometrage?
   a. Actual distance travelled
   b. The lesser of
      i. the actual distance travelled, or
      ii. the difference between the actual travelled and the distance normally travelled to the workplace
4. Is there a maximum kilometrage amount paid by your institution?
   a. Yes Please specify
   b. No
5. Does your policy state that the most economical transportation must be used and reimbursement is limited to the cost of it?
   a. Yes
   b. No

Section 2 is as follows:

It is important to note that depending on the response to question 1, questions 2 to 5 may be greyed out on the page as they do not need to be answered.



Section 2: Meals

The following questions relate to your institution's reimbursement policy on the limitations on the amount of reimbursement paid for meals during business travel.

1. Does your institution reimburse for meal expenses based on:
   - a. A per diem rate ☐
     - Please specify which fund(s) it applies to
   - b. Actual expenses with a dollar maximum ☐
   - c. Actual expenses without a dollar maximum ☐

2. *If reimbursement is based on a per diem rate, please specify the amount:*

	Travel In		
	Canada	US	Other
a. Daily			
b. Breakfast			
c. Lunch			
d. Dinner			
e. Incidentals			

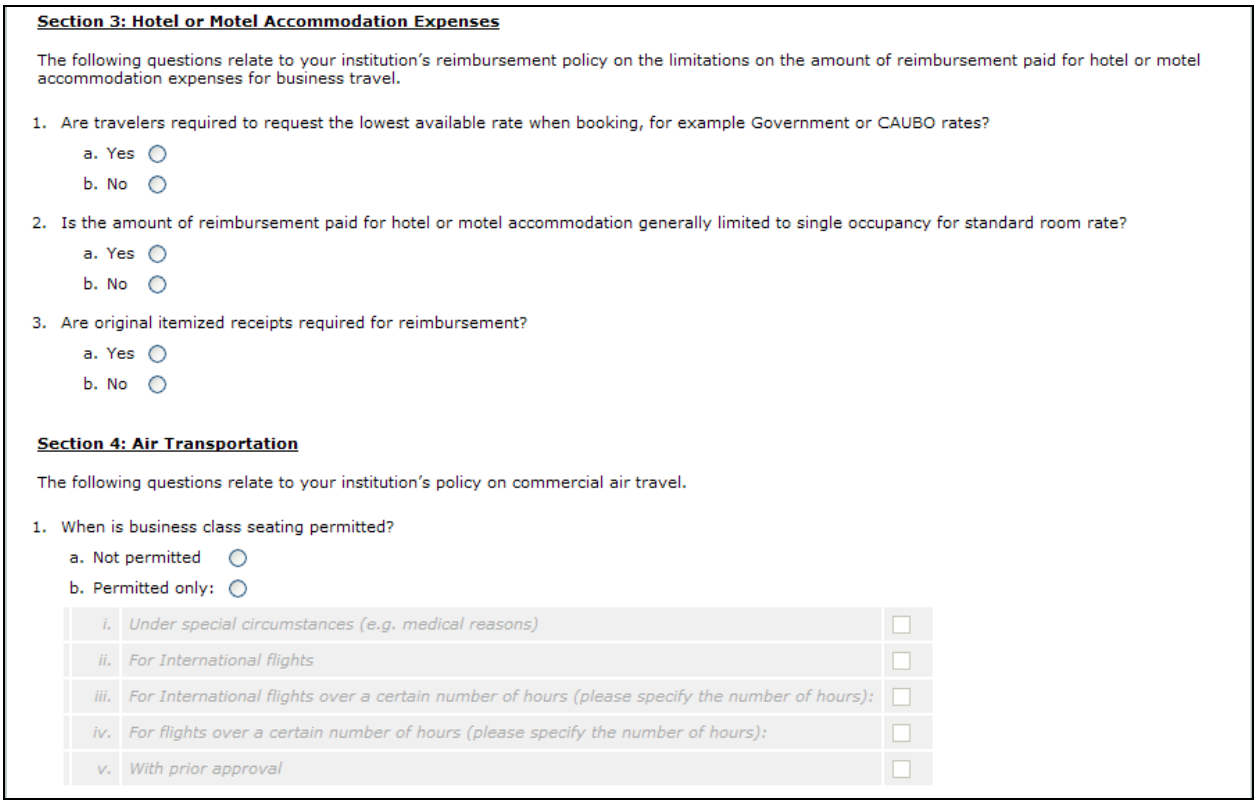
3. *If reimbursement is based on actual expenses with a dollar maximum, please specify the amount.*

4. *If reimbursement is based on actual expenses, is an original itemized receipt required, or credit card or debit card receipt acceptable?*
   - a. *Yes, credit card or debit card receipt is not acceptable* ○
   - b. *No, credit card or debit card receipt is acceptable* ○

5. *If reimbursement is based on actual expenses, does your institution reimburse any alcoholic beverage expenses?*
   - a. *Yes* ○
   - b. *No* ○

Section 3 and 4 are as follows:

It is important to note that for Section 4, the selections available in part b will be greyed out if a – Not permitted is selected.



Section 3: Hotel or Motel Accommodation Expenses

The following questions relate to your institution's reimbursement policy on the limitations on the amount of reimbursement paid for hotel or motel accommodation expenses for business travel.

1. Are travelers required to request the lowest available rate when booking, for example Government or CAUBO rates?
   a. Yes ◯
   b. No ◯
2. Is the amount of reimbursement paid for hotel or motel accommodation generally limited to single occupancy for standard room rate?
   a. Yes ◯
   b. No ◯
3. Are original itemized receipts required for reimbursement?
   a. Yes ◯
   b. No ◯

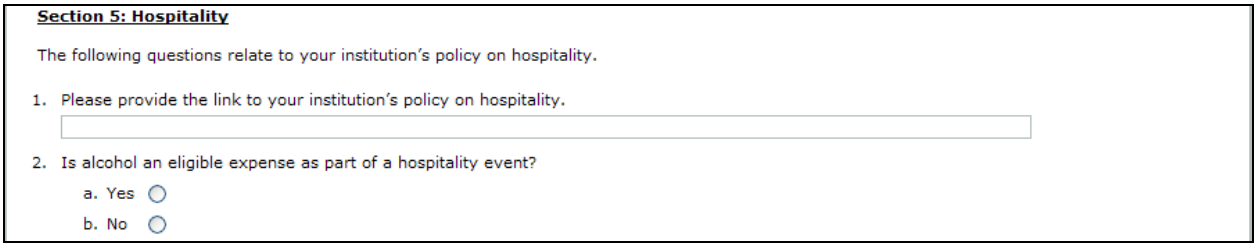
Section 4: Air Transportation

The following questions relate to your institution's policy on commercial air travel.

1. When is business class seating permitted?
   a. Not permitted ◯
   b. Permitted only: ◯

i.	*Under special circumstances (e.g. medical reasons)*	☐
ii.	*For International flights*	☐
iii.	*For International flights over a certain number of hours (please specify the number of hours):*	☐
iv.	*For flights over a certain number of hours (please specify the number of hours):*	☐
v.	*With prior approval*	☐

Section 5 is as follows:

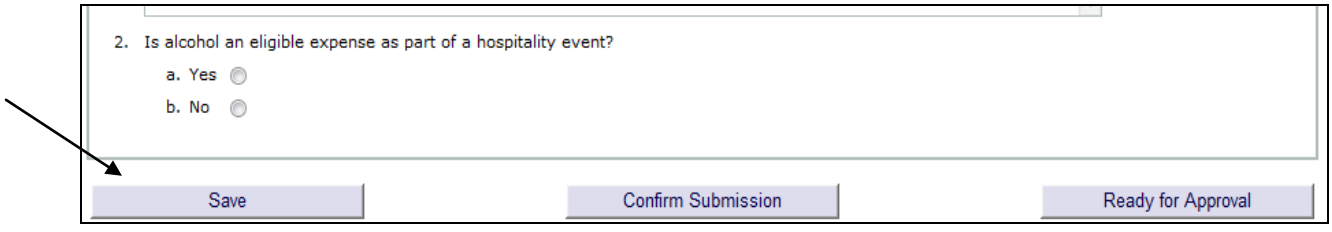


Section 5: Hospitality

The following questions relate to your institution's policy on hospitality.

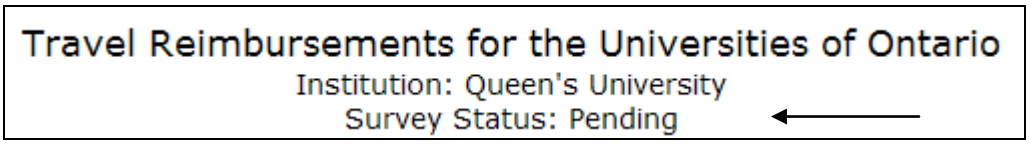
1. Please provide the link to your institution's policy on hospitality.
2. Is alcohol an eligible expense as part of a hospitality event?
   a. Yes ◯
   b. No ◯

As the survey questions are answered, the COFO Reporter can click on the Save Button on the bottom left hand side of the page to save the changes made so far.

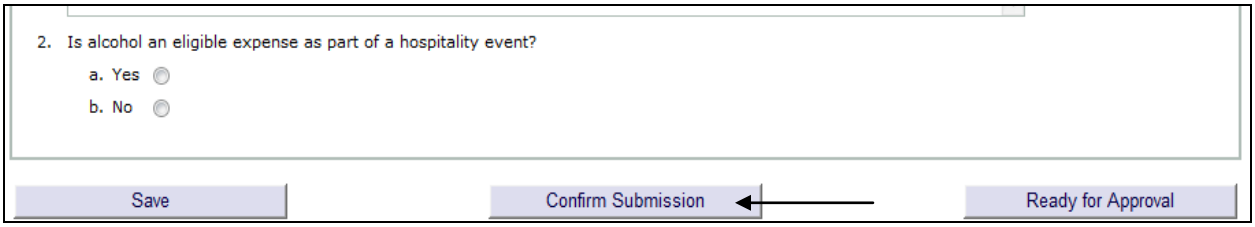


The Save button confirms that the answers populated prior to the Save button match the various formats accepted by the question. For example, it will confirm that the dates entered match the MMDDYYYY format. It is important to note, that if the date entered does not match this format, none of the answers to the questions will be saved.

After the initial save of the form, the Survey Status will change from Un-Published to Pending (noted at the top of the page and on the Survey Response List page) and a Ready for Approval button will appear on the bottom right hand side of the page.

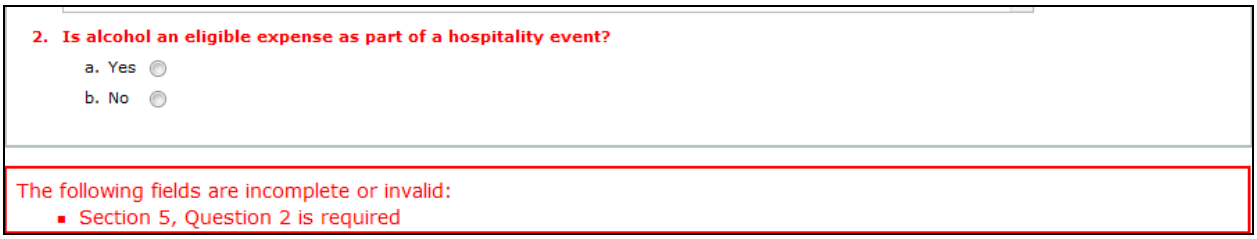


At any time during the survey entry, the COFO Reporter can click on the Confirm Submission button in the middle at the bottom of the page. This will verify that the answers entered for the University meet the validation controls that have been put into place for the different questions.



Validation Checks Completed when the Confirm Submission button or the Ready for Approval button is selected.

It is important to note that there are a number of validation checks being done when the Confirm Submission or Ready for Approval buttons are selected. If certain criteria is invalid or missing, the COFO Reporter will see error messages and the survey cannot be marked 'Ready for Approval' until the corrections are made. The error messages will appear on the bottom of the page and the question that failed the controls will be marked in red. An example is shown below.


2. Is alcohol an eligible expense as part of a hospitality event?
a. Yes
b. No
The following fields are incomplete or invalid:
Section 5, Question 2 is required

The validation checks completed on the page and the corresponding error messages returned are listed in the table below:

Section 1	Validation Check	Error Message
Question 1 a.	Must be answered	Section 1, Question 1 a) is required
Question 2	Must be answered Date must be MM/DD/YYYY	Section 1, Question 2 is required Section 1, Question 2 must be a date format MM/DD/YYYY
Question 3	Must be answered	Section 1, Question 3 is required
Question 4	Must be answered If 4 a. is selected a maximum kilometrage must be entered	Section 1, Question 4 is required Section 1, Question 4, please specify maximum kilometrage amount paid by your institution
Question 5	Must be answered	Section 1, Question 5 is required

Section 2	Validation Check	Error Message
Question 1	A minimum of 1 selection is required. A maximum of only two choices is allowed If 1a. is selected at least one per diem amount must be entered as well as a Fund name If 1 b. is selected questions 3, 4 and 5 must be answered If 1 c. is selected questions 4 and 5 must be answered	Section 2, Question 1, a minimum of one choice is required. Section 2, Question 1, a maximum of only two choices is allowed Section 2, Question 1a, please specify a Fund Section 2, Question 2, please provide at least one diem amount Section 2, Question 3 is required when Section 2, Question 1 b) is selected. Section 2, Question 4 is required when Section 2, Question 1 b) or c) is selected Section 2, Question 5 is required when Section 2, Question 1 b) or c) is selected Section 2, Question 4 is required when Section 2, Question 1 b) or c) is selected Section 2, Question 5 is required when Section 2, Question 1 b) or c) is selected

Section 3	Validation Check	Error Message
Question 1	Must be answered	Section 3, Question 1 is required
Question 2	Must be answered	Section 3, Question 2 is required
Question 3	Must be answered	Section 3, Question 3 is required

Section 4	Validation Check	Error Message
Question 1	Must be answered A minimum of 1 selection is required if option b is selected	Section 4, Question 1 is required Section 4, Question 1, a minimum of one choice is required

Section 5	Validation Check	Error Message
Question 1	Must be answered Must be a valid link	Section 5, Question 1 is required Section 5, Question 1, must be a valid url
Question 2	Must be answered	Section 5, Question 2 is required

Submitting the Travel Survey for Approval

Once the COFO Reporter has completed all of the sections of the Travel Survey form and they are satisfied that the information is complete, they can submit the survey for approval to the COFO Approver. To submit the Survey, click on the Ready for Approval button at the bottom of the page. Note all validation checks must be corrected for the survey status to change.

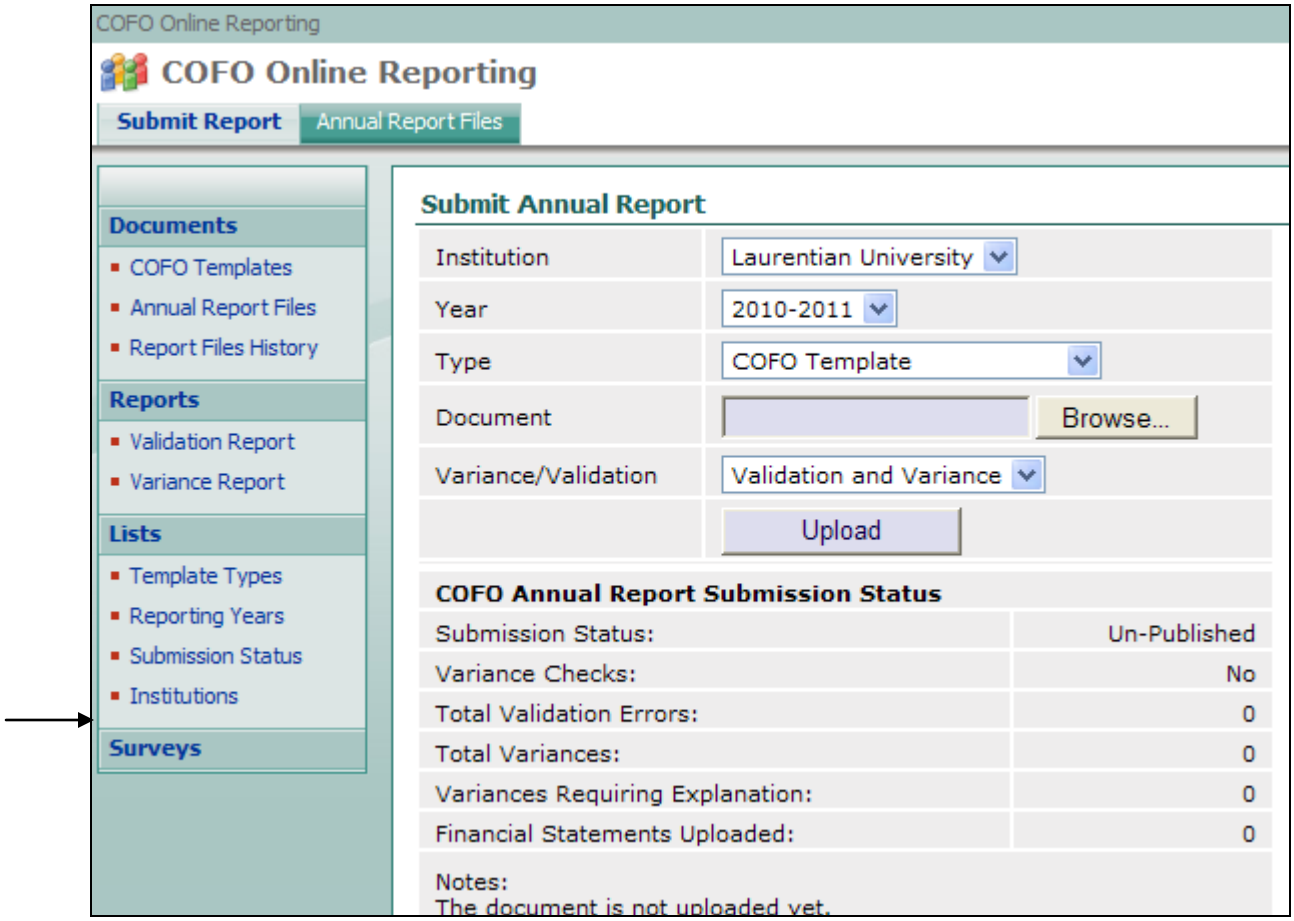
Once the Ready for Approval button is selected, the survey form will save, re-confirm all of the validation checks and change the status to Ready for Approval. Once the status is changed, the Save, Confirm Submission and Ready for Approval buttons will be removed from the bottom of the page and no additional changes are allowed. At this point an email is automatically sent to the COFO Approver advising them that the survey is ‘Ready for Approval’.

The survey is then ready to be reviewed and ‘Approved’ by the COFO Approver.

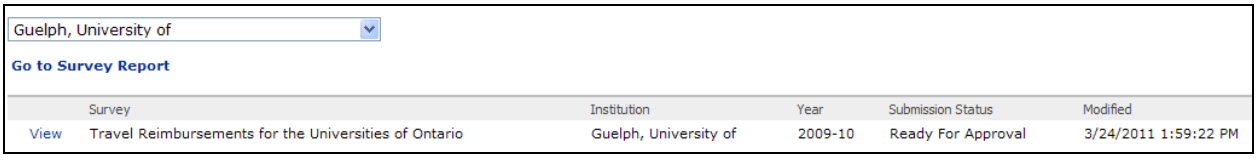
Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as 'Approved' to COU.

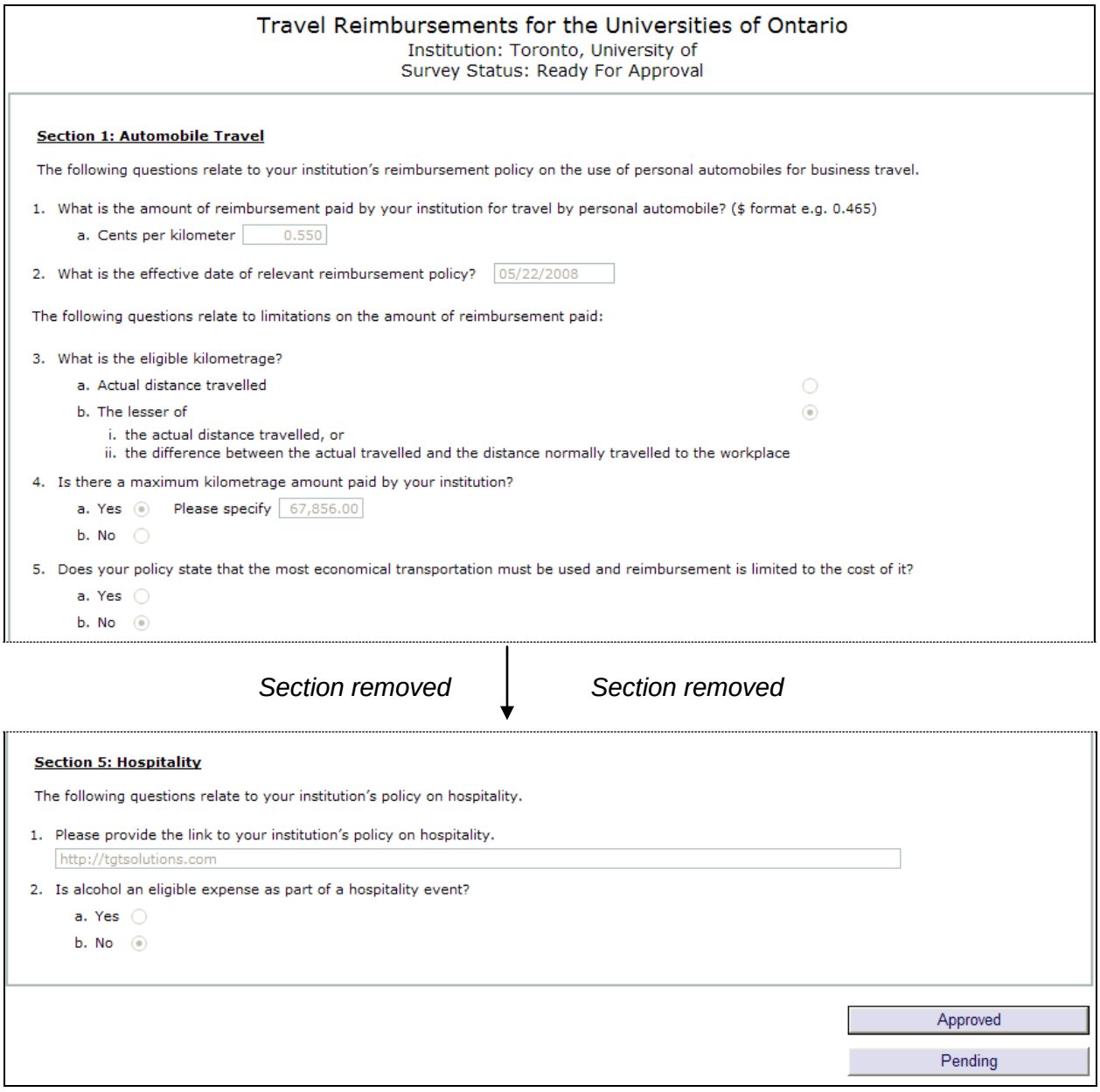
To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item.



The following page will appear. Note only the University the COFO Approver has access to will appear on the Survey Response List page.



Click on the **View** hyperlink on the left hand side of the page to open the Travel Survey page. The COFO Approver cannot change any of the values entered, they can only view them.


Travel Reimbursements for the Universities of Ontario
Institution: Toronto, University of
Survey Status: Ready For Approval
Section 1: Automobile Travel
The following questions relate to your institution's reimbursement policy on the use of personal automobiles for business travel.
1. What is the amount of reimbursement paid by your institution for travel by personal automobile? ($ format e.g. 0.465)
a. Cents per kilometer 0.550
2. What is the effective date of relevant reimbursement policy? 05/22/2008
The following questions relate to limitations on the amount of reimbursement paid:
3. What is the eligible kilometrage?
a. Actual distance travelled
b. The lesser of
i. the actual distance travelled, or
ii. the difference between the actual travelled and the distance normally travelled to the workplace
4. Is there a maximum kilometrage amount paid by your institution?
a. Yes Please specify 67,856.00
b. No
5. Does your policy state that the most economical transportation must be used and reimbursement is limited to the cost of it?
a. Yes
b. No
Section removed
Section removed
Section 5: Hospitality
The following questions relate to your institution's policy on hospitality.
1. Please provide the link to your institution's policy on hospitality.
http://tgtsolutions.com
2. Is alcohol an eligible expense as part of a hospitality event?
a. Yes
b. No
Approved
Pending

Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status

back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

Once all of the Travel Survey submissions are complete, COU will verify them and generate the Travel Survey reporting for the current reporting year and distribute it manually to the Universities.

8. Ancillary Survey

Entering Ancillary Survey Information

The Ancillary Survey form is comprised of eleven sections or tabs. Each tab contains questions that must be reviewed and answered if they apply to your Institution.

The COFO Reporter or the COFO Survey Ancillary user at the Institution will open the Ancillary Survey form to enter the applicable information for the survey year.

The Ancillary Survey form will appear:

Survey Response
Return to Survey List
Please click HERE to edit the survey.
Ancillary Enterprises
Institution: Ryerson University
Survey Status: Un-published
Previous Survey
Print
General
Bookstores
Retail Stores
Food Services
Beverages
Residences
Conferences Seasonal
Conferences Year-Round
Parking
Printing
Other
Ancillary operations are typically provided on a "fee for service" basis and include revenues and expenses of "sales producing", non-teaching areas, such as the bookstore, food services, residences, parking, university press/publishing, property rentals, university facility rentals, theatres and conference centres.
Does your Institution have Ancillary Operations to report on?
a. Yes
b. No

The tabs are noted across the top of the page. As the tabs are selected, the colour changes to identify the tab being worked on. At the top of each tab, there is some verbiage describing the activity that is to be included when answering the questions on each tab.

The General tab only contains one question, which basically determines whether or not the Institution has any Ancillary Operations to report on. If the answer is No across all of the tabs of information, then 'No' is selected on this tab and the survey is complete and Ready for Approval.

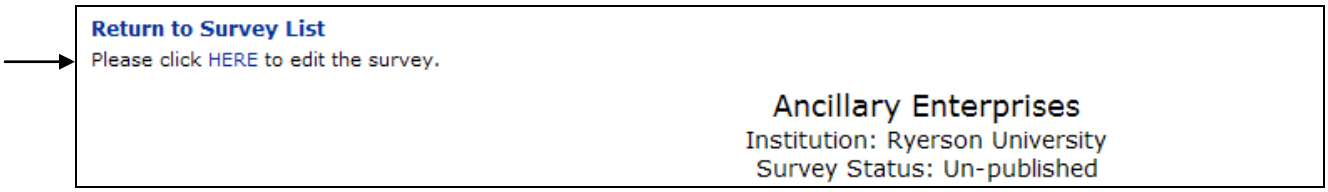
If the Institution offers at least one of the Ancillary Services listed (e.g. Parking), then the answer to this question must be 'Yes'.

If at anytime, the answer on the General tab is changed from 'Yes' to 'No', then all of the answers entered for the Institution are cleared, but not saved to the application, until the Save button is selected.

Locking the Survey during Updates

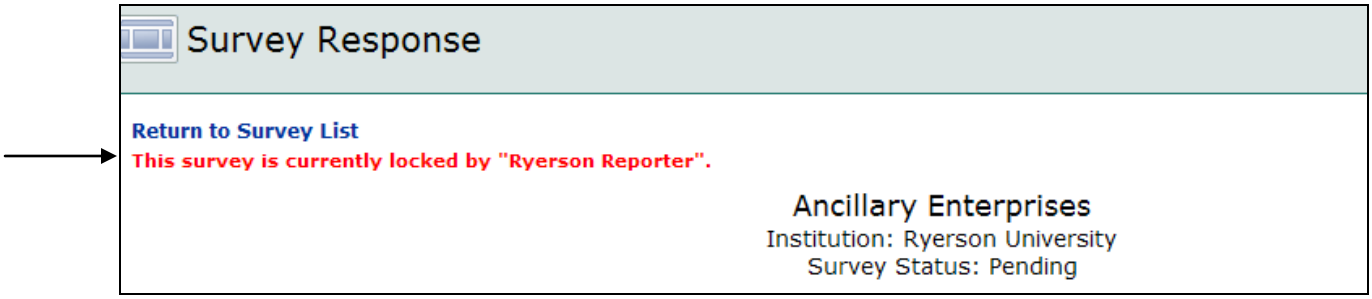
Since there may be a number of users contributing to the Ancillary Survey information, a locking feature has been added to the Survey page to ensure that users don't overwrite other user's information during entry.

To start entering survey information, the 'Please click HERE to edit the survey' must be selected.



Once selected, the survey will be locked by that user for 30 minutes. As the Save or Confirm buttons are used, the counter resets to another 30 minutes.

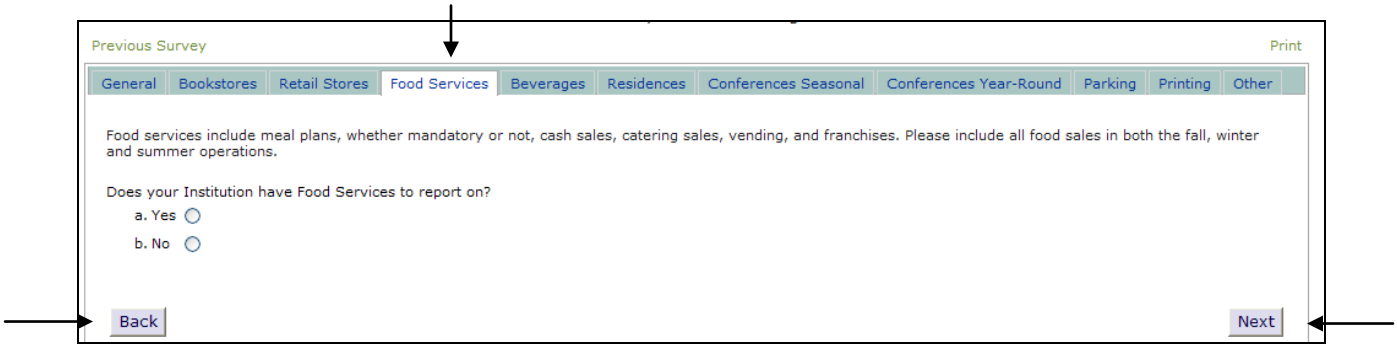
If another user attempts to update the Ancillary survey while it is locked, the following message appears:



The second user can still review the tabs, print the current report and print the previous survey. They just cannot do any updates to the survey information.

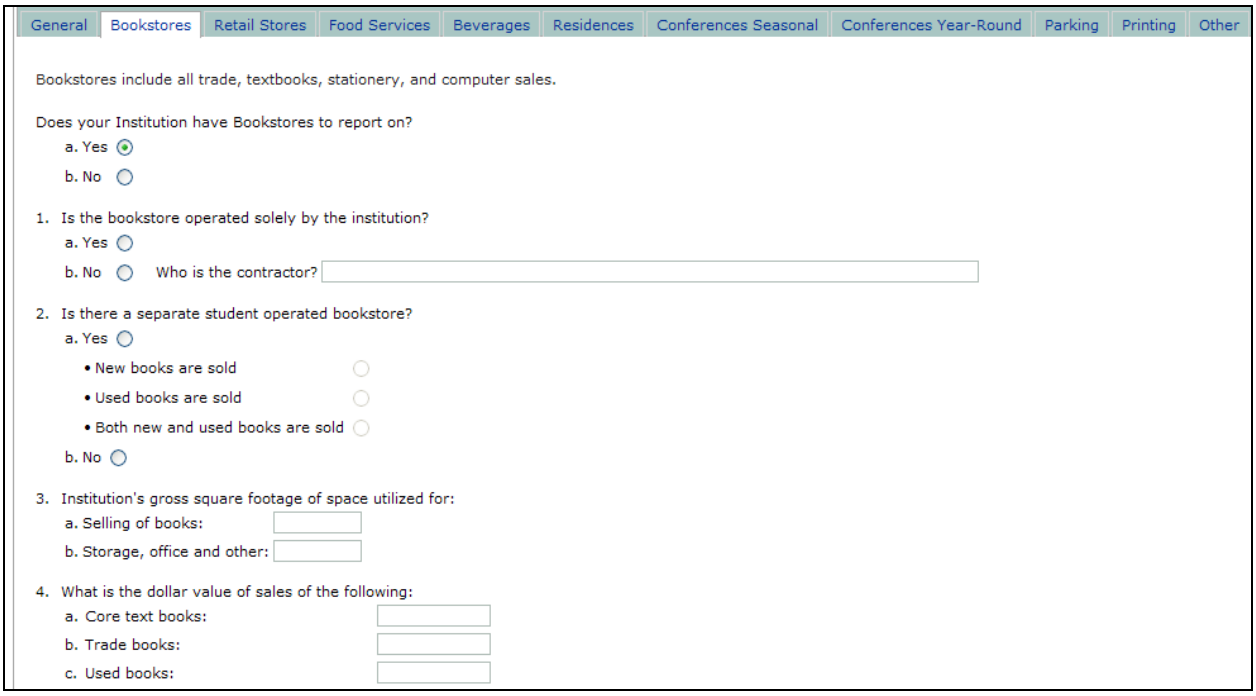
There are three options available to navigate thru the tabs, which are:

i. Clicking on the tabs at the top of the survey page. Moves to any tab.
ii. Using the Next button in the bottom right hand corner of the page. Moves forward one tab.
iii. Using the Back button in the bottom left hand corner of the page. Moves back one tab.



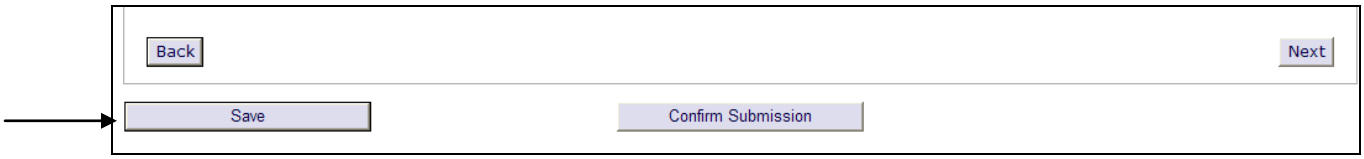
At the top of each of the tabs is a question that asks if your Institution has any of the related services to report on. For example, in the following screen shot, it asks if you have Bookstores to report on. If you don't, then you select 'No' and move to the next tab.

If you select 'Yes' to the question, that all of the related questions on the page will appear:



All of the questions on the tab must then be answered.

The Save button at the bottom of the page can be selected at any time and the answers entered for the questions so far will be saved for the Institution. The Save button confirms that the answers populated prior to the Save button match the various formats accepted by the question. For example, it will confirm that the dates entered match the MMDDYYYY format. It is important to note, that if the date entered does not match this format, the answer will not be saved.



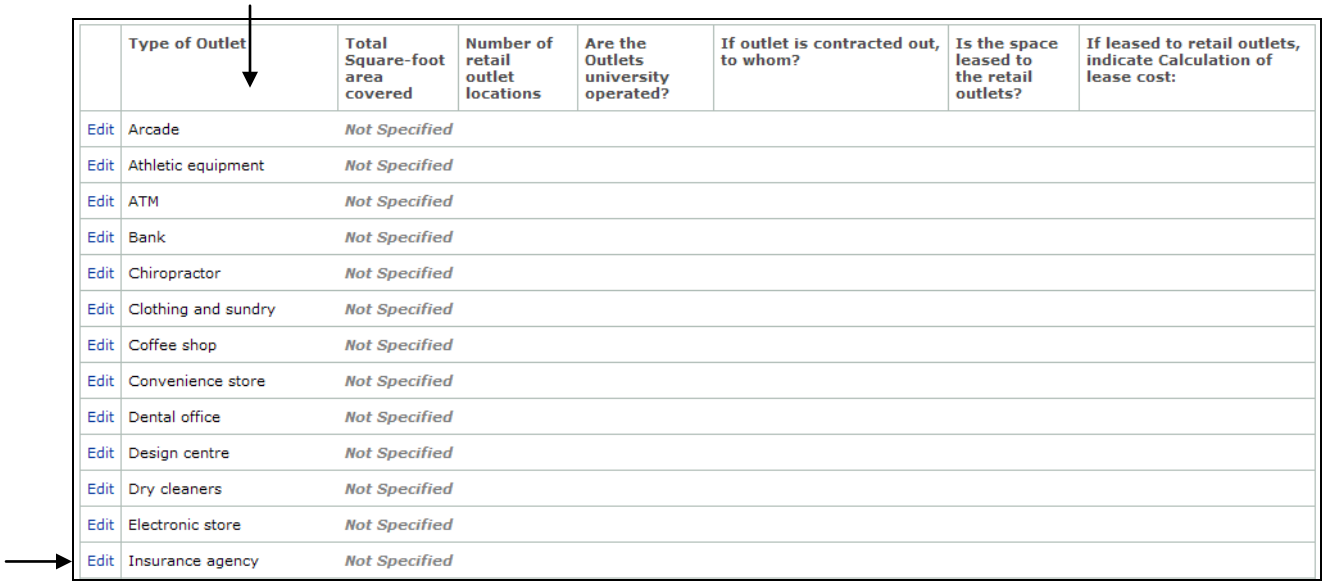
As soon as the survey is saved for the first time, the Status at the top of the page will change from 'Un-published' to 'Pending' and a green message will appear telling you your responses have been saved.

Since the answers to some questions on the survey, require the user to answer related questions for each answer entered, entry grids have been added to the survey pages to accommodate this.

There are four tabs that contain entry grids, which are as follows:

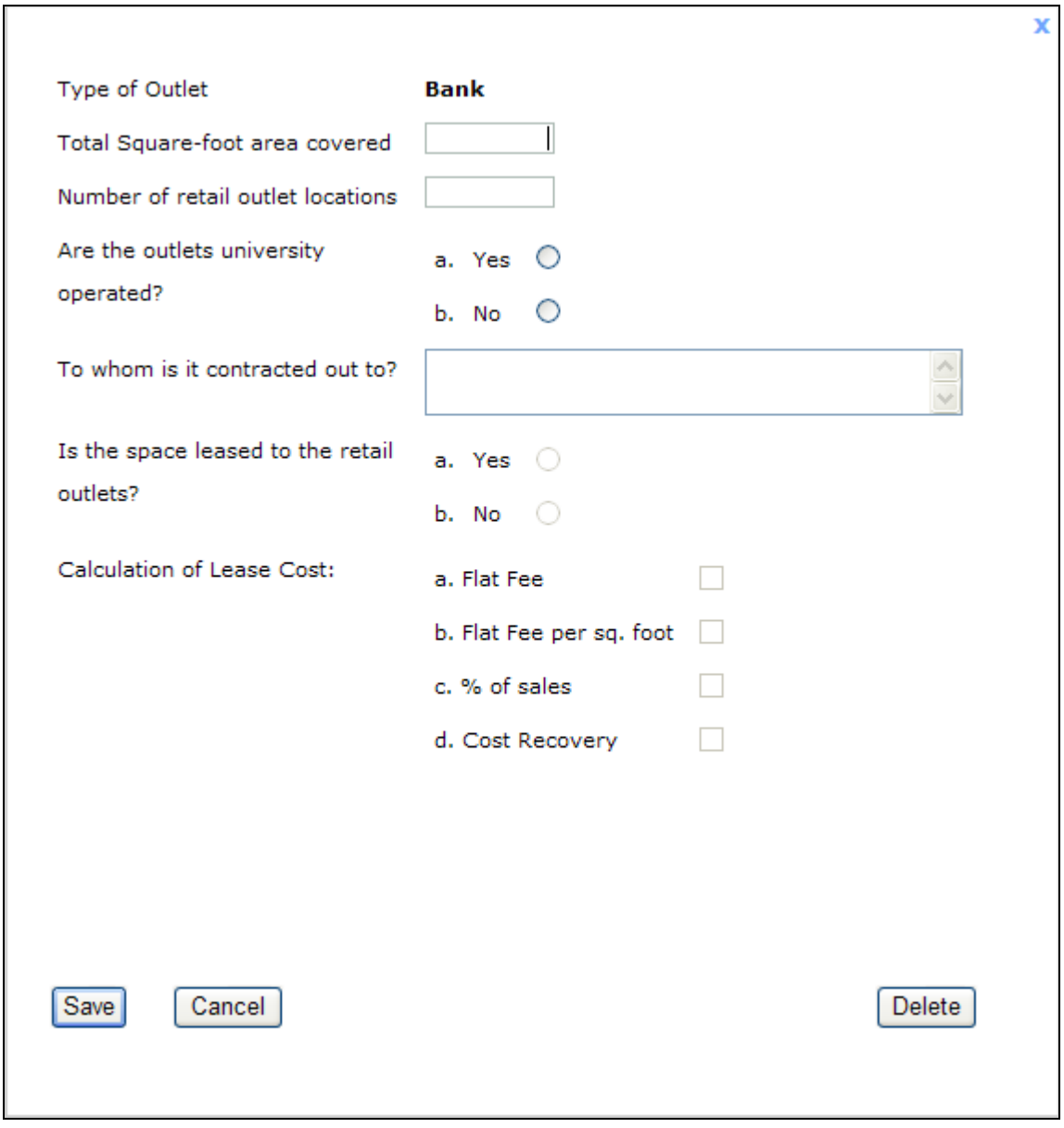
Retail Tab

On the Retail tab, all of the various Retail outlets are listed on the left hand side of the entry grid. It is important to note that only the questions for the Outlets offered by the Institution need to be answered. Leave blank any outlets that are not offered by your Institution.



	Type of Outlet	Total Square-foot area covered	Number of retail outlet locations	Are the Outlets university operated?	If outlet is contracted out, to whom?	Is the space leased to the retail outlets?	If leased to retail outlets, indicate Calculation of lease cost:
Edit	Arcade	*Not Specified*					
Edit	Athletic equipment	*Not Specified*					
Edit	ATM	*Not Specified*					
Edit	Bank	*Not Specified*					
Edit	Chiropractor	*Not Specified*					
Edit	Clothing and sundry	*Not Specified*					
Edit	Coffee shop	*Not Specified*					
Edit	Convenience store	*Not Specified*					
Edit	Dental office	*Not Specified*					
Edit	Design centre	*Not Specified*					
Edit	Dry cleaners	*Not Specified*					
Edit	Electronic store	*Not Specified*					
Edit	Insurance agency	*Not Specified*					

For each type of outlet that the Institution offers, click on the Edit hyperlink beside the outlet name to answer the questions regarding this outlet type. Once selected, the following box appears:



Answer all of the questions and click on the Save button. If the information is entered incorrectly for an outlet, click on the Delete button to remove the information.

Once saved, the information entered will display on the Retail tab for ease of reference and review.

	Type of Outlet	Total Square-foot area covered	Number of retail outlet locations	Are the Outlets university operated?	If outlet is contracted out, to whom?	Is the space leased to the retail outlets?	If leased to retail outlets, indicate Calculation of lease cost:
Edit	Arcade	*Not Specified*					
Edit	Athletic equipment	14	45	Yes			
Edit	ATM	14	6	Yes			
Edit	Bank	*Not Specified*					
Edit	Chiropractor	*Not Specified*					
Edit	Clothing and sundry	*Not Specified*					

Residences Tab

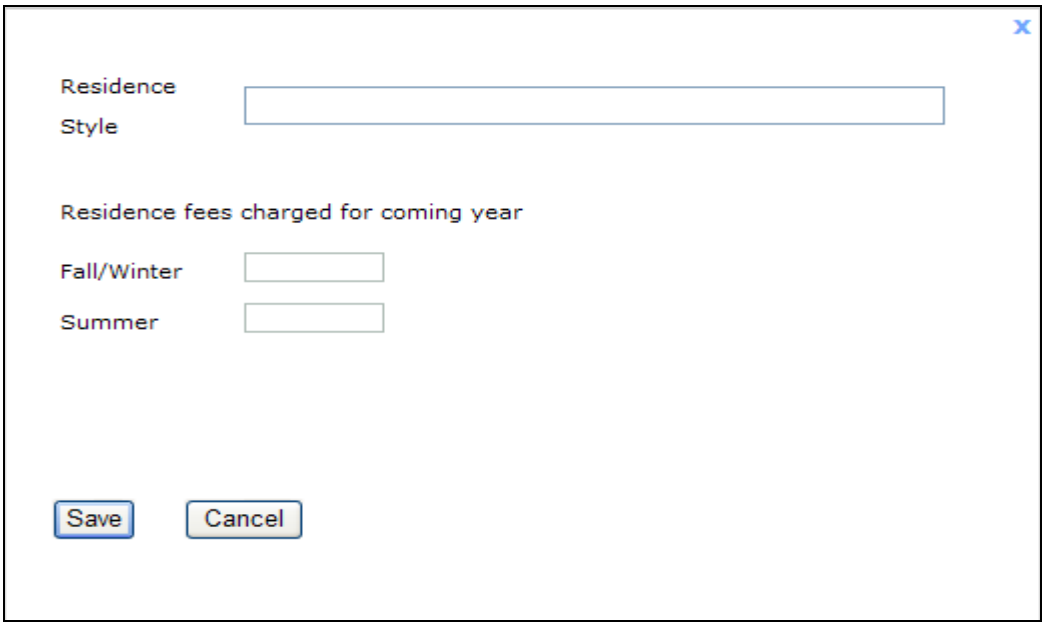
There are two entry grids on the Residence tab. The first entry grid is for question 4:

4. List all residence styles (ex: Dorm-single, Townhouse-shared, Residence A-Triple, etc.):

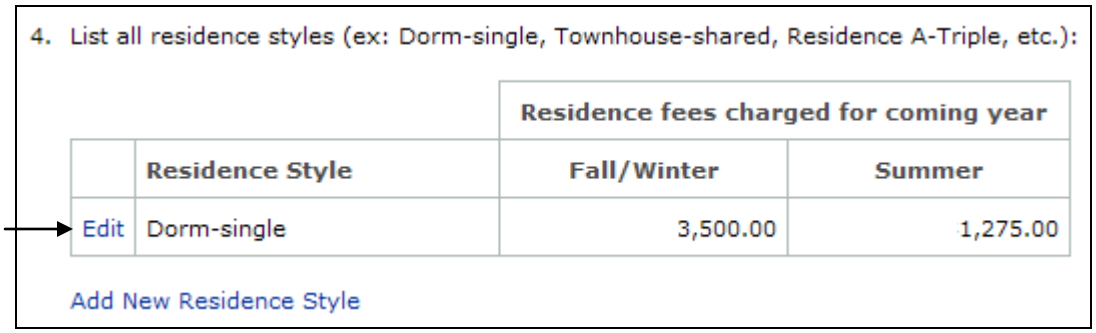
	Residence fees charged for coming year	
Residence Style	**Fall/Winter**	**Summer**

Add New Residence Style

To enter the Residence Styles offered by the Institution, click on the Add New Residence Style hyperlink. The following box appears:



Answer all of the questions and Save the page. The information entered will appear on the Residence tab in the entry grid:

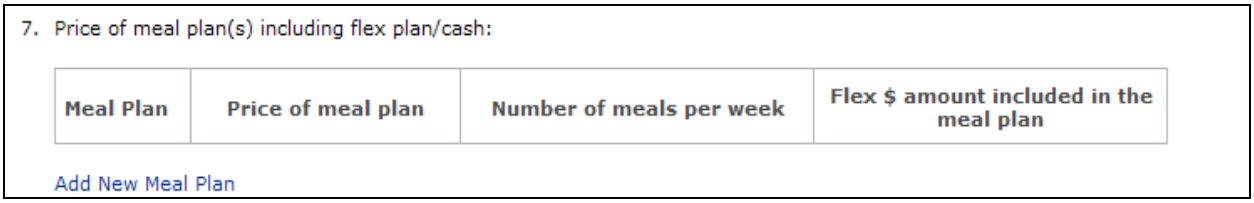

4. List all residence styles (ex: Dorm-single, Townhouse-shared, Residence A-Triple, etc.):

		Residence fees charged for coming year	
	Residence Style	**Fall/Winter**	**Summer**
Edit	Dorm-single	3,500.00	1,275.00

Add New Residence Style

To edit the information or to remove it completely, click on the Edit hyperlink beside the Residence Style to update or remove the information.

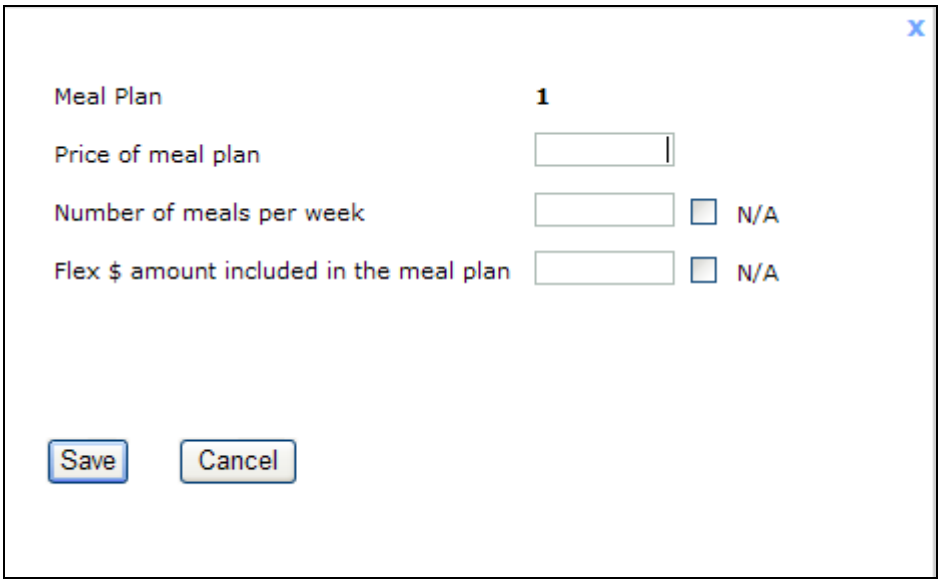
The second entry grid is for question 7:


7. Price of meal plan(s) including flex plan/cash:

Meal Plan	Price of meal plan	Number of meals per week	Flex $ amount included in the meal plan

Add New Meal Plan

To enter the Meal Plans offered by the Institution, click on the Add New Meal Plan hyperlink. The following box appears:



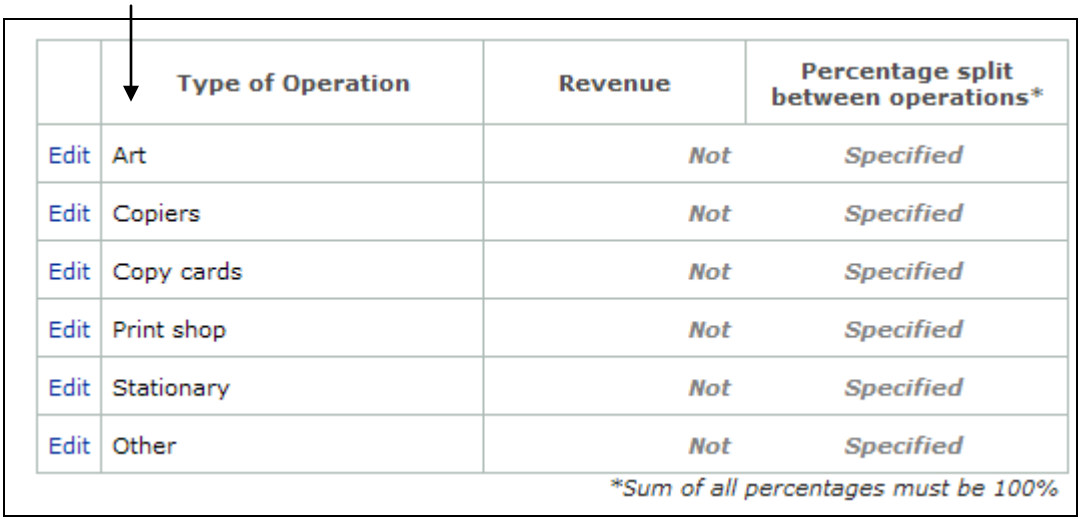
Answer all of the questions and Save the page. The information entered will appear on the Residence tab in the entry grid:

To edit the information or to remove it completely, click on the Edit hyperlink beside the Meal Plan to update or remove the information.

It is important to note that only 15 Meal Plans can be entered per Institution.

Printing Tab

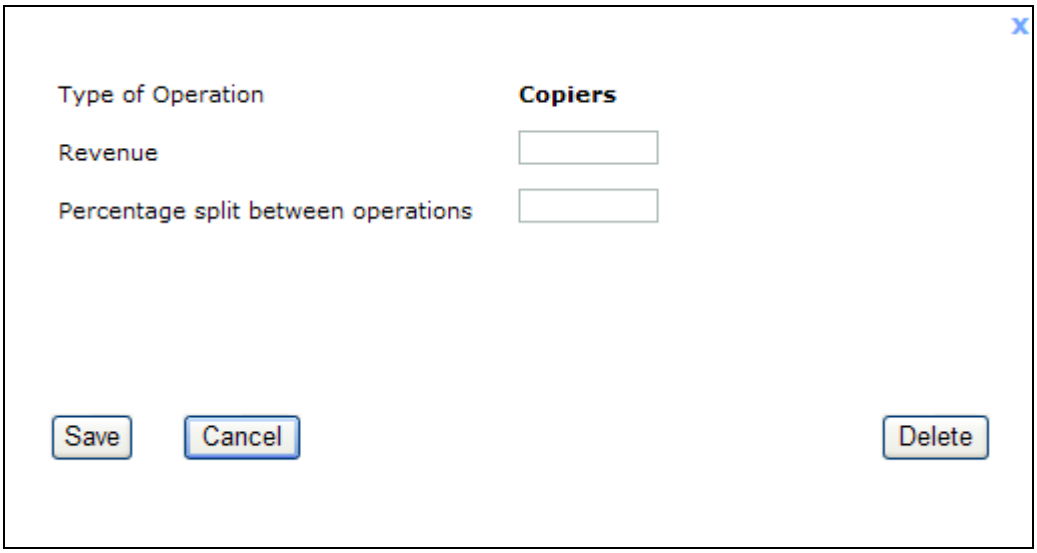
On the Printing tab, all of the various Printing Services are listed on the left hand side of the entry grid. It is important to note that only the questions for the Operations offered by the Institution need to be answered. Leave blank any services that are not offered by your Institution.



	Type of Operation	Revenue	Percentage split between operations*
Edit	Art	*Not*	*Specified*
Edit	Copiers	*Not*	*Specified*
Edit	Copy cards	*Not*	*Specified*
Edit	Print shop	*Not*	*Specified*
Edit	Stationary	*Not*	*Specified*
Edit	Other	*Not*	*Specified*

*Sum of all percentages must be 100%

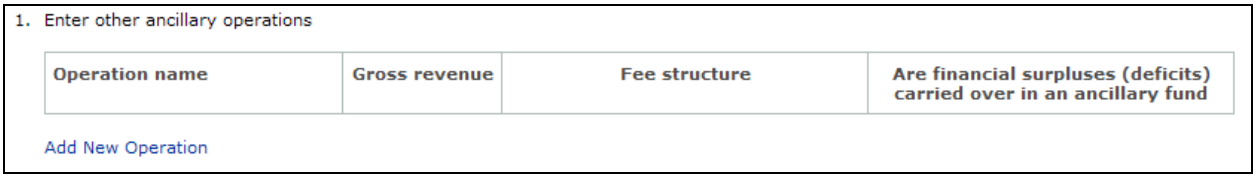
For each type of Service that the Institution offers, click on the Edit hyperlink beside the Service to answer the questions regarding this operation. Once selected, the following box appears:



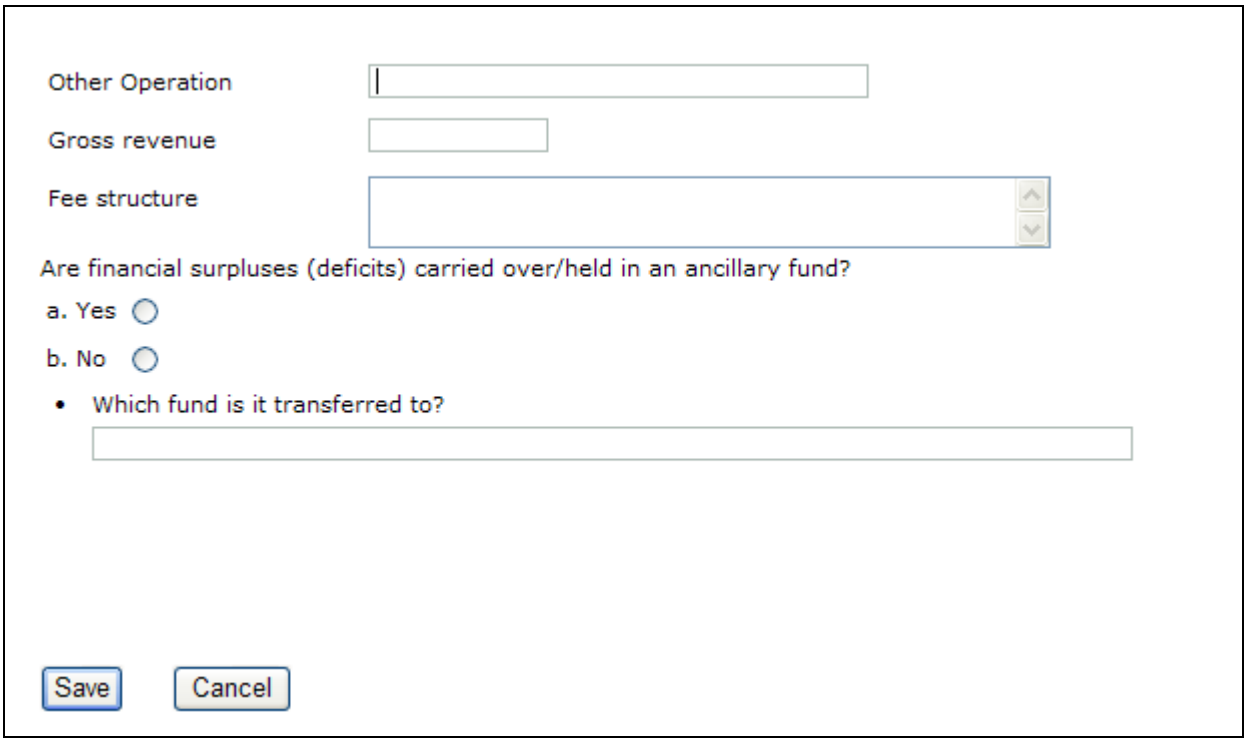
Answer all of the questions and Save the page. The information entered will appear on the Printing tab in the entry grid.

Other Tab

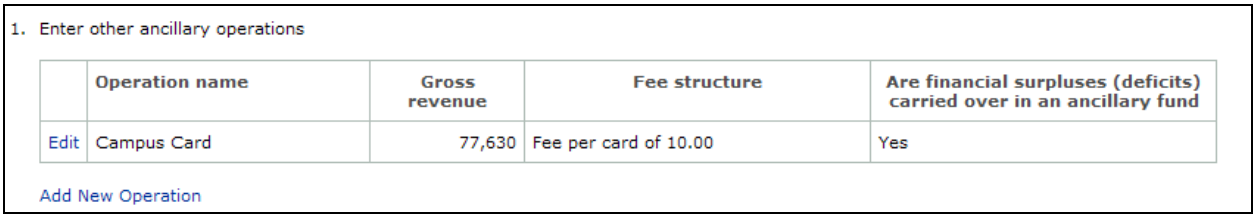
To enter information about other Ancillary Operations offered by the Institution, click on the Add New Operation hyperlink.


1. Enter other ancillary operations
Operation name
Gross revenue
Fee structure
Are financial surpluses (deficits) carried over in an ancillary fund
Add New Operation

The following box appears:



Answer all of the questions and Save the page. The information entered will appear on the Other tab in the entry grid:



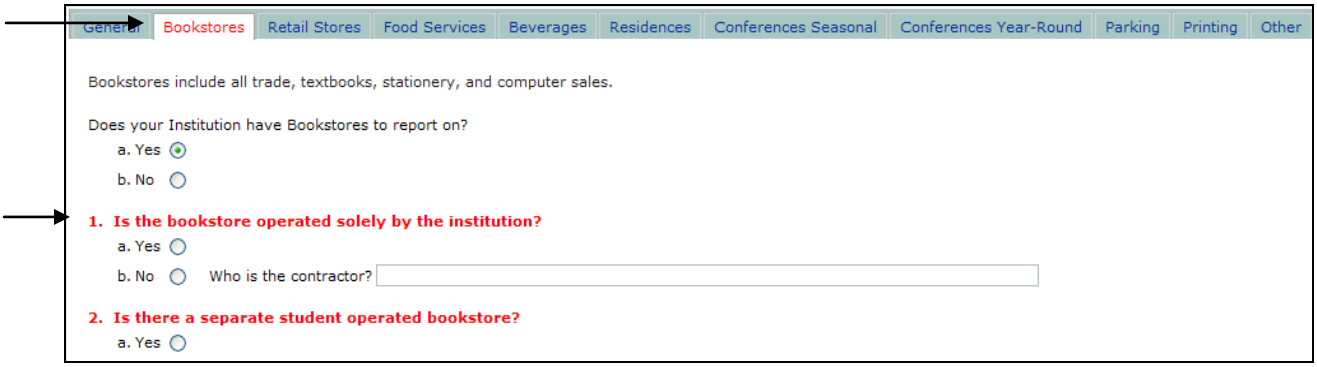
To edit the information or to remove it completely, click on the Edit hyperlink beside the Operation Name to update or remove the information.

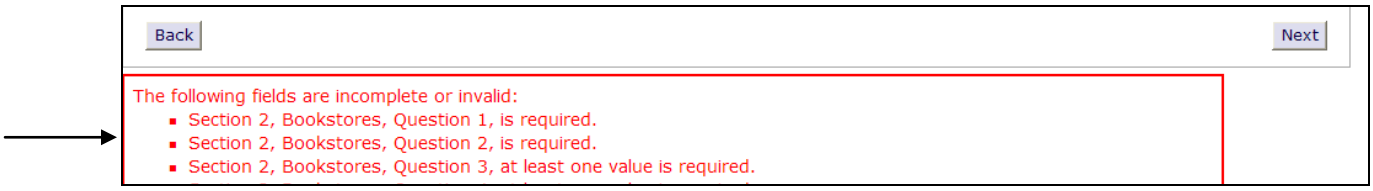
Validation Checking

As each tab is reviewed and the questions answered, you have the option of reviewing the answers for completeness and fixing any errors noted by the system. To do so, click on the 'Confirm Submission' button at the bottom of the page. This does take several seconds as it validates the entire survey.

If any issues are noted with the answers provided on any of the tabs, three things will occur:

i. The tab containing errors will appear in red at the top of the page.
ii. The question will appear in red that has to be reviewed.
iii. Error messages listing all of the errors will appear at the bottom of each tab for reference to describe what the error is.




Back
Next
The following fields are incomplete or invalid:
Section 2, Bookstores, Question 1, is required.
Section 2, Bookstores, Question 2, is required.
Section 2, Bookstores, Question 3, at least one value is required.

Submitting the Ancillary Survey for Approval

Once the COFO Reporter has completed all of the tabs on the Ancillary Survey form and they are satisfied that the information is complete, they can submit the survey for approval to the COFO Approver. To submit the Survey, click on the Ready for Approval button at the bottom of the page. Note all validation checks must be corrected for the survey status to change.

Once the Ready for Approval button is selected, the survey form will save, re-confirm all of the validation checks and change the status to Ready for Approval. Once the status is changed, the Save, Confirm Submission and Ready for Approval buttons will be removed from the bottom of the page and no additional changes are allowed. At this point an email is automatically sent to the COFO Approver advising them that the survey is 'Ready for Approval'.

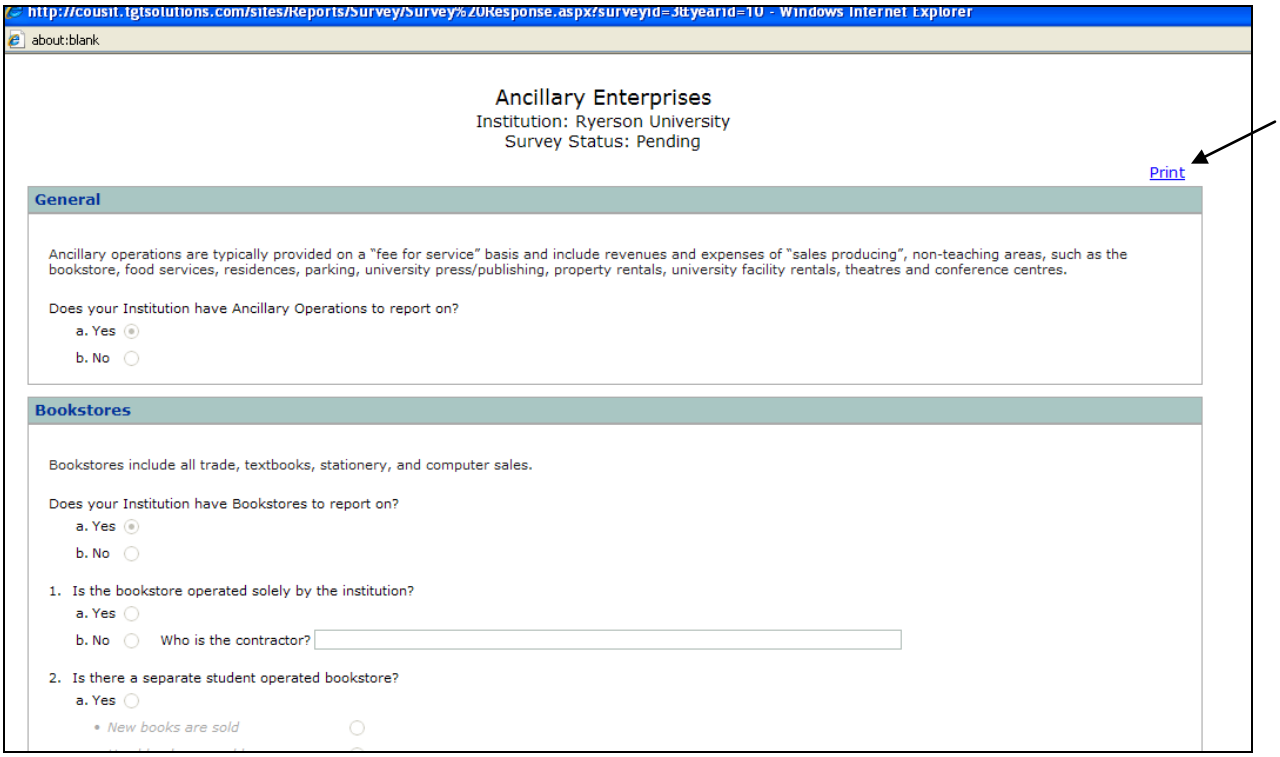
The survey is then ready to be reviewed and 'Approved' by the COFO Approver.

Printing the Ancillary Survey

Given the number of tabs in the Ancillary Survey, a Print option to print the entire survey is provided at the top of the survey page

Click on the Print button on the top right hand corner.

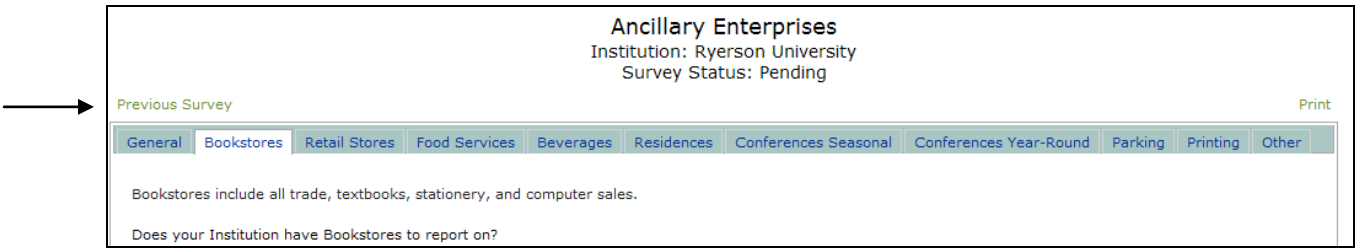
The Print option will open a new page and take all of the tabs and put them on a single page for printing. Click on the Print link at the top of the new page to print the survey form.


about:blank
Ancillary Enterprises
Institution: Ryerson University
Survey Status: Pending
Print
General
Ancillary operations are typically provided on a "fee for service" basis and include revenues and expenses of "sales producing", non-teaching areas, such as the bookstore, food services, residences, parking, university press/publishing, property rentals, university facility rentals, theatres and conference centres.
Does your Institution have Ancillary Operations to report on?
a. Yes
b. No
Bookstores
Bookstores include all trade, textbooks, stationery, and computer sales.
Does your Institution have Bookstores to report on?
a. Yes
b. No
1. Is the bookstore operated solely by the institution?
a. Yes
b. No
Who is the contractor?
2. Is there a separate student operated bookstore?
a. Yes
• New books are sold

Once the survey is printed, close the print page.

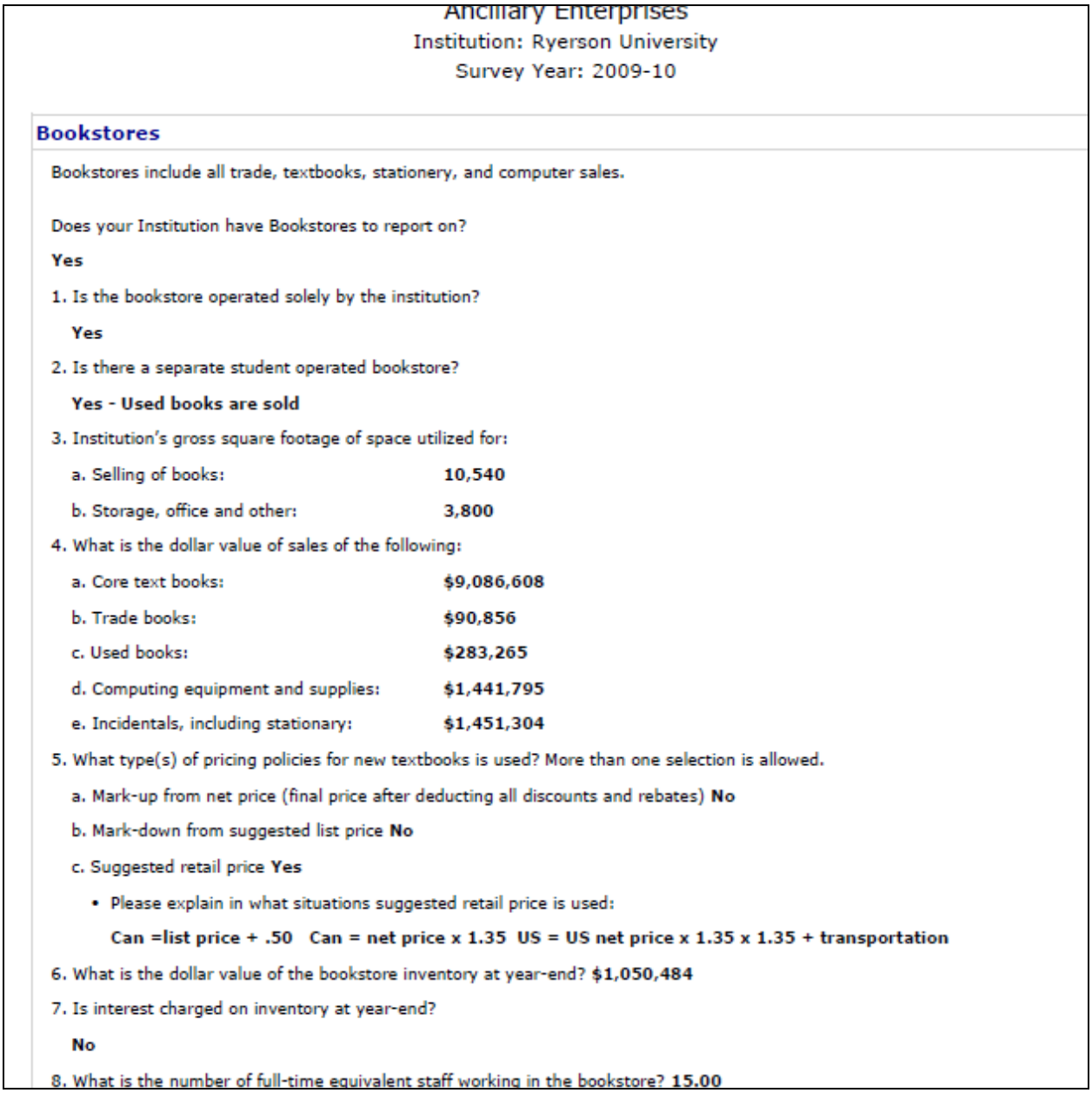
Printing or Viewing the Previous Survey Submission

Given the amount of information on the Ancillary Survey, an option to view or print the previous survey submission for the University or Affiliate has been added. To view or print the previous survey click on the Previous Survey link provided on the top left of the survey page



A new window will open to generate the report. When the report is done creating, the File Download dialog box will appear asking if you want to Open or Save the report. When you select Open, the pdf report will appear.

The report lists the previous survey's question and the institution's response to the question. It does not list all of the options that were available for selection. See example below for Bookstores.



Ancillary Enterprises
Institution: Ryerson University
Survey Year: 2009-10

Bookstores

Bookstores include all trade, textbooks, stationery, and computer sales.

Does your Institution have Bookstores to report on?

Yes

1. Is the bookstore operated solely by the institution?

   Yes

2. Is there a separate student operated bookstore?

   Yes - Used books are sold

3. Institution's gross square footage of space utilized for:

   a. Selling of books: **10,540**

   b. Storage, office and other: **3,800**

4. What is the dollar value of sales of the following:

   a. Core text books: **$9,086,608**

   b. Trade books: **$90,856**

   c. Used books: **$283,265**

   d. Computing equipment and supplies: **$1,441,795**

   e. Incidentals, including stationary: **$1,451,304**

5. What type(s) of pricing policies for new textbooks is used? More than one selection is allowed.

   a. Mark-up from net price (final price after deducting all discounts and rebates) **No**

   b. Mark-down from suggested list price **No**

   c. Suggested retail price **Yes**

   - Please explain in what situations suggested retail price is used:

     Can =list price + .50 Can = net price x 1.35 US = US net price x 1.35 x 1.35 + transportation

6. What is the dollar value of the bookstore inventory at year-end? **$1,050,484**

7. Is interest charged on inventory at year-end?

   No

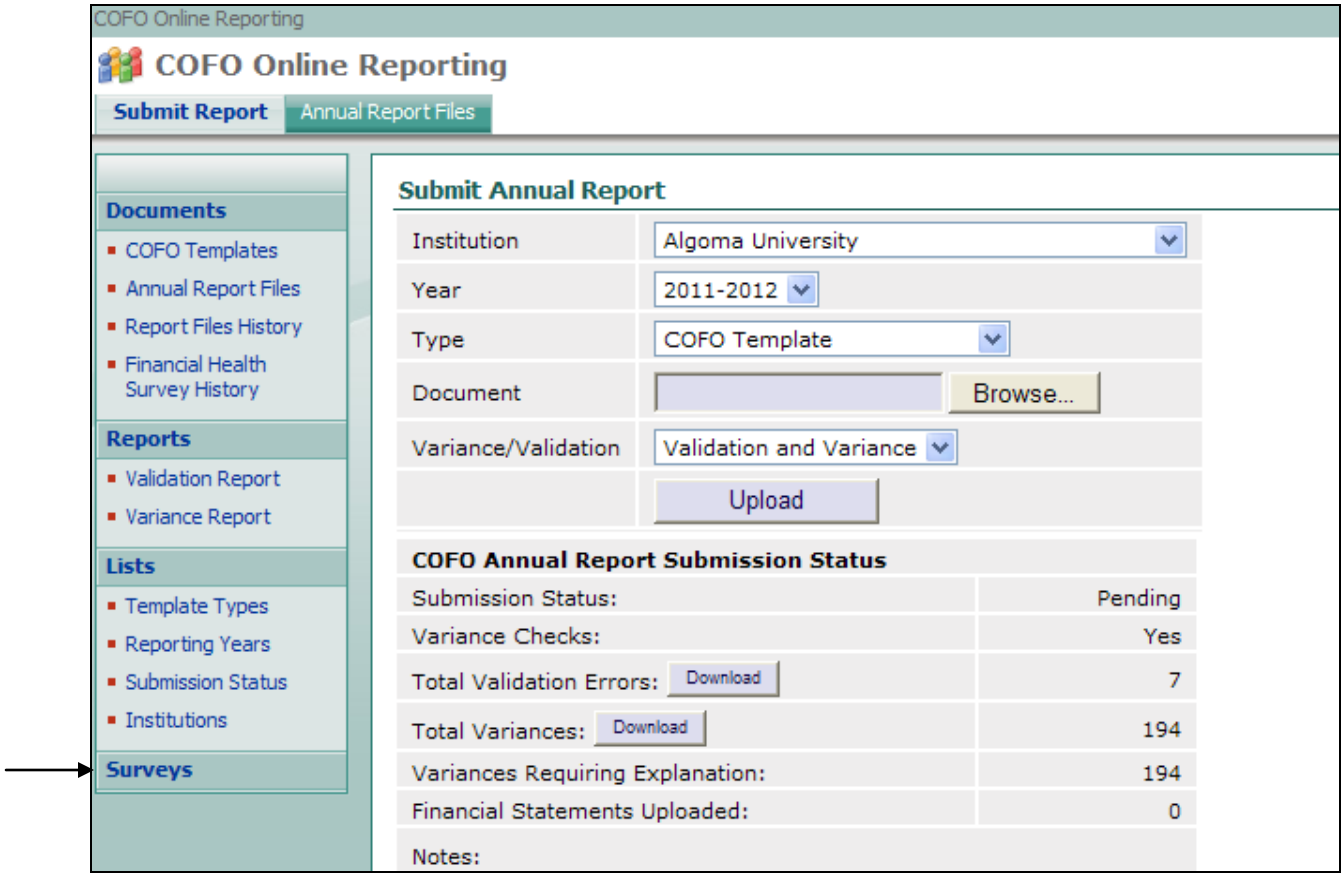
8. What is the number of full-time equivalent staff working in the bookstore? **15.00**

Note: If you are using the answers to the previous survey submitted to assist with the responses to the current survey, please ensure that the questions have not changed from one survey to the next, as they are updated to accommodate suggestions from the Institutions, FRC and COU.

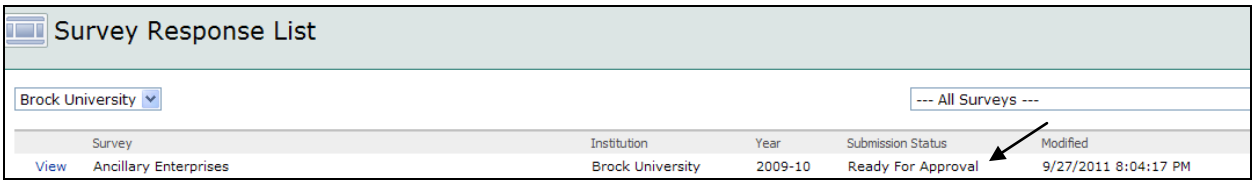
Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as 'Approved' to COU.

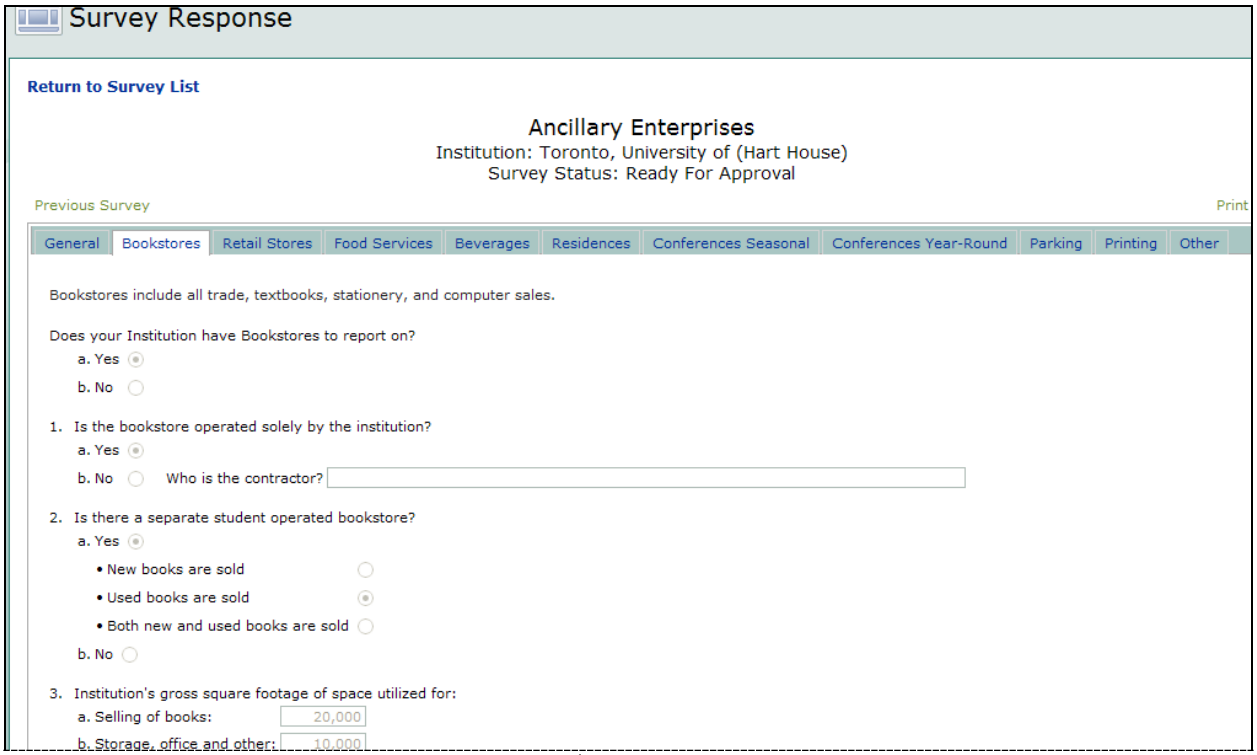
To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item.



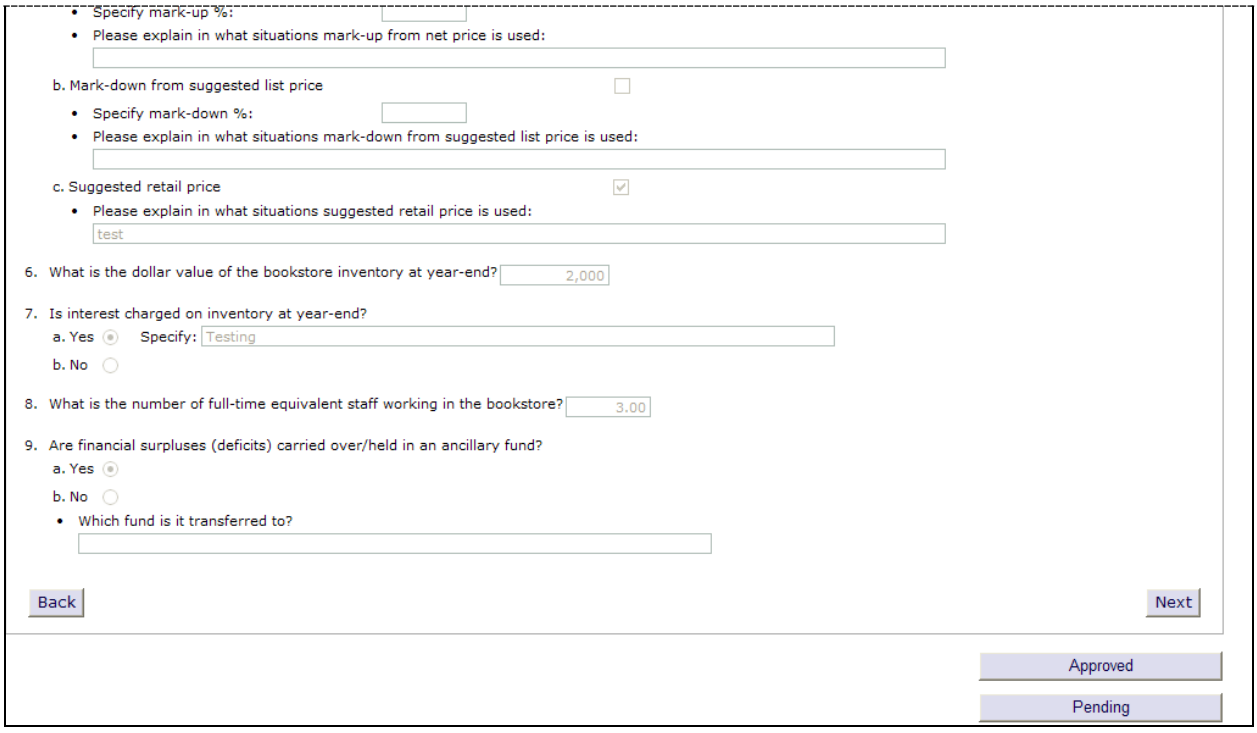
The following page will appear. Note only the University the COFO Approver has access to will appear on the Survey Response List page.



Click on the **View** hyperlink on the left hand side of the page to open the Ancillary Survey page. The COFO Approver cannot change any of the values entered, they can only view them.



Section removed *Section removed*


• Specify mark-up %:
• Please explain in what situations mark-up from net price is used:
b. Mark-down from suggested list price
• Specify mark-down %:
• Please explain in what situations mark-down from suggested list price is used:
c. Suggested retail price
• Please explain in what situations suggested retail price is used:
test
6. What is the dollar value of the bookstore inventory at year-end?
2,000
7. Is interest charged on inventory at year-end?
a. Yes
Specify:
Testing
b. No
8. What is the number of full-time equivalent staff working in the bookstore?
3.00
9. Are financial surpluses (deficits) carried over/held in an ancillary fund?
a. Yes
b. No
• Which fund is it transferred to?
Back
Next
Approved
Pending

Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

Once all of the Ancillary Survey submissions are complete, COU will verify them and generate the Ancillary Enterprises Survey reporting for the current reporting year and distribute it manually to all Institutions.

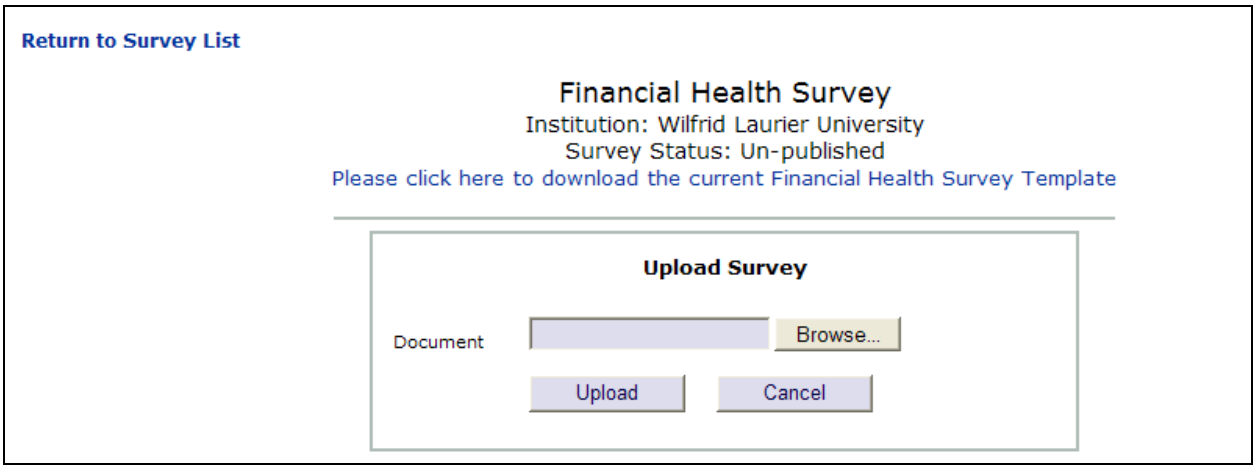
9. Financial Health Survey

The Financial Health Survey is an Excel Template form submission that is filled in by each University and uploaded into the application once it is filled out.

Uploading the Financial Health Survey Information

The COFO Reporter at the Institution can obtain a copy of the current year's survey form from the Survey menu in the application.

Select the Financial Health Survey from the Survey list, the following page will appear:



Click on the Please click here to download the current Financial Health Survey Template to download the current excel template form.

Once all of the tabs in the Financial Health Survey template are populated, return to the Survey menu and select the Financial Health Survey from the list.

Click on the Browse... button to locate the file on the desktop. Once the file is selected, click on the Upload button.

Validation Checking

The Upload process does a number of validation checks, which are as follows:

1. Confirms the Version number in the Template file matches the one defined in the application. This ensures that the correct template is being loaded.

   The template version you are uploading is not correct and must be corrected in order to proceed.

   To correct the error, download the correct version of the survey template and reenter/copy the information over.

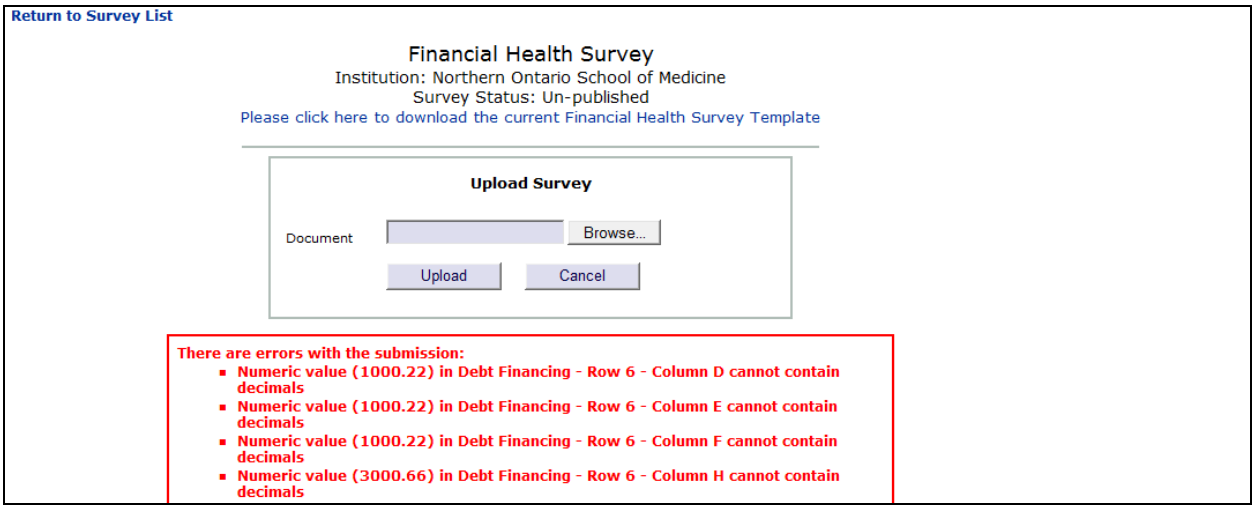
2. Formats associated with the various spreadsheet cells are checked and if they don't match the standard an error message is returned.

   The error message will tell you what the error is (e.g. Numeric value cannot contain decimals) , what tab, row and column it appears on (e.g. Debt Financing – Row 6 – Column D) and what the entry is that is causing the problem, which will appear in brackets (e.g. (1000.22).

   Examples of the errors are as follows:

   There are errors with the submission:
   - **Numeric value (1000.22) in Debt Financing - Row 6 - Column D cannot contain decimals**
   - **Numeric value (1000.22) in Debt Financing - Row 6 - Column E cannot contain decimals**
   - **The length of the Non-Numeric value (This is a test for 300 characters. This is a test for 300 characters. This is a test for 300 characters. This is a test for 300 characters. This is a test for 300 characters. This is a test for 300 characters. This is a test for 300 characters. This is a test for 300 characters. $$300 -----) in Debt Financing - Row 41 - Column D exceeds the maximum allowed characters (300)**

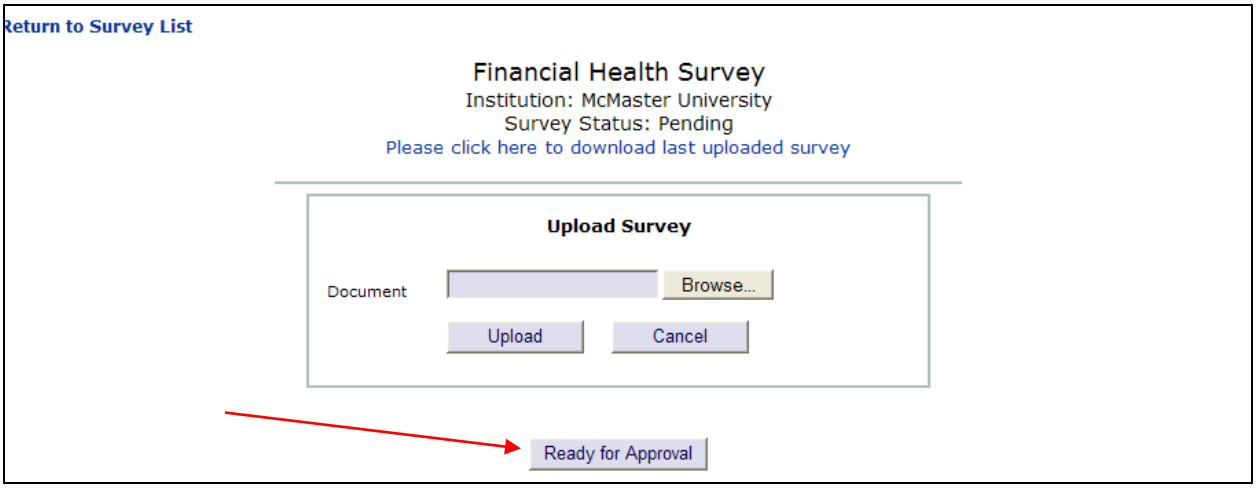
Any errors found in the upload file will appear on the Survey tab, as follows:


Return to Survey List
Financial Health Survey
Institution: Northern Ontario School of Medicine
Survey Status: Un-published
Please click here to download the current Financial Health Survey Template
Upload Survey
Document
Browse...
Upload
Cancel
There are errors with the submission:
Numeric value (1000.22) in Debt Financing - Row 6 - Column D cannot contain decimals
Numeric value (1000.22) in Debt Financing - Row 6 - Column E cannot contain decimals
Numeric value (1000.22) in Debt Financing - Row 6 - Column F cannot contain decimals
Numeric value (3000.66) in Debt Financing - Row 6 - Column H cannot contain decimals

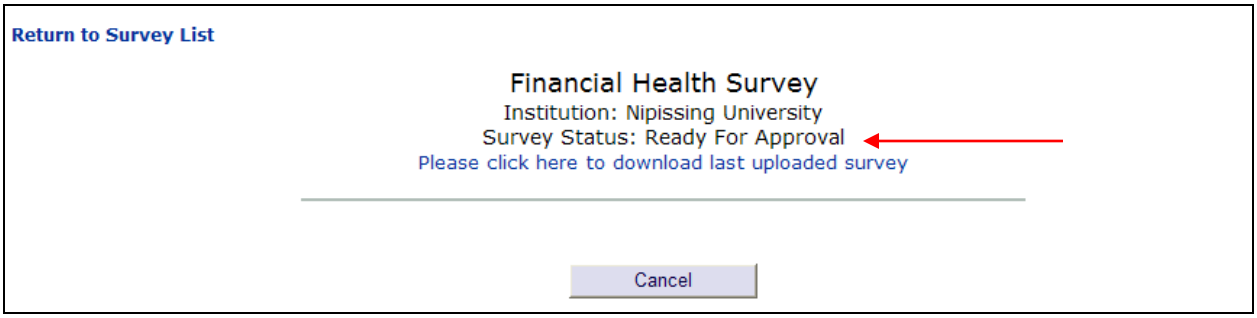
These errors have to be corrected in the template file and the revised file re-uploaded into the application. The template can be re-uploaded as many times as necessary to correct the errors. Note each upload overwrites the previous upload.

Submitting the Financial Health Survey for Approval

Once all of the errors are corrected in the upload file, the Ready for Approval Button will appear on the Financial Health Survey page:



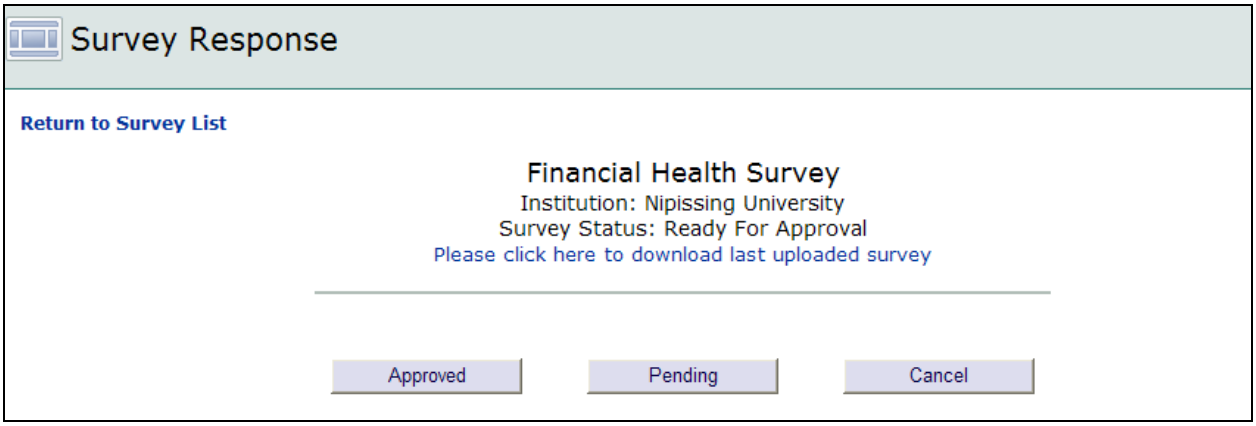
If the COFO Reporter is satisfied with the survey information, they will click on the Ready for Approval button to change the Survey status to 'Ready for Approval'. The status will change, an email will be sent to the COFO Approver and the Financial Health Survey page will not allow any more file uploads.


Return to Survey List
Financial Health Survey
Institution: Nipissing University
Survey Status: Ready For Approval
Please click here to download last uploaded survey
Cancel

Approving the Survey

It is now up to the COFO Approver to review the University's submission and submit it as 'Approved' to COU.

To complete the approval, the COFO Approver logs into the COU-COFO Online Reporting application and selects the Surveys menu item. From the Survey menu, click on the **View** hyperlink on the left hand side of the page to select the Financial Health Survey. The following page will appear:



The COFO Approver can click on the Please click here to download last uploaded survey to review a copy of the submission or obtain a copy from the Reporter.

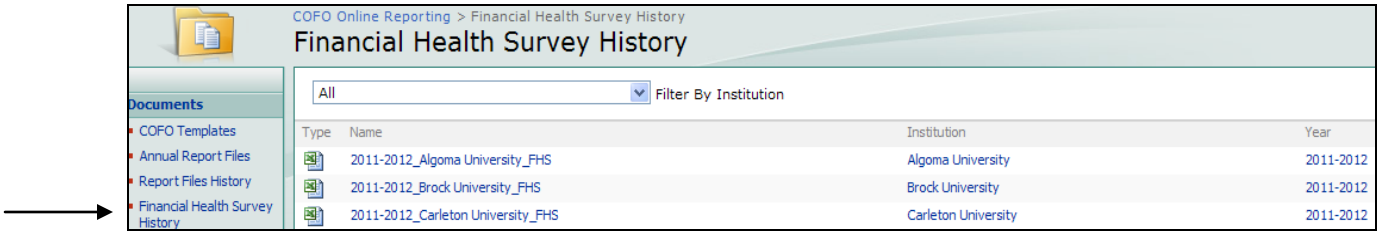
Once the COFO Approver has reviewed the survey and is in agreement with the information entered, they click on the Approved button at the bottom of the page. This will change the Survey status to Approved and remove the Pending and Approved buttons from the bottom of the page. The survey is then ready to be verified by COU.

If the COFO Approver is not satisfied with the survey information, then they click on the Pending button to change the Survey status back to Pending, so the COFO Reporter can make the necessary changes and re-submit it for Approval. When the COFO Approver changes the status back to Pending an email is automatically sent to the COFO Reporter advising them that the status has changed on the survey.

Once all of the Financial Health Survey submissions are complete, COU will verify them.

Reviewing Previous Financial Health Submissions

As the Financial Health Survey templates are uploaded, they will be stored in the Financial Health Survey History page, which can be accessed from the Document menu section.



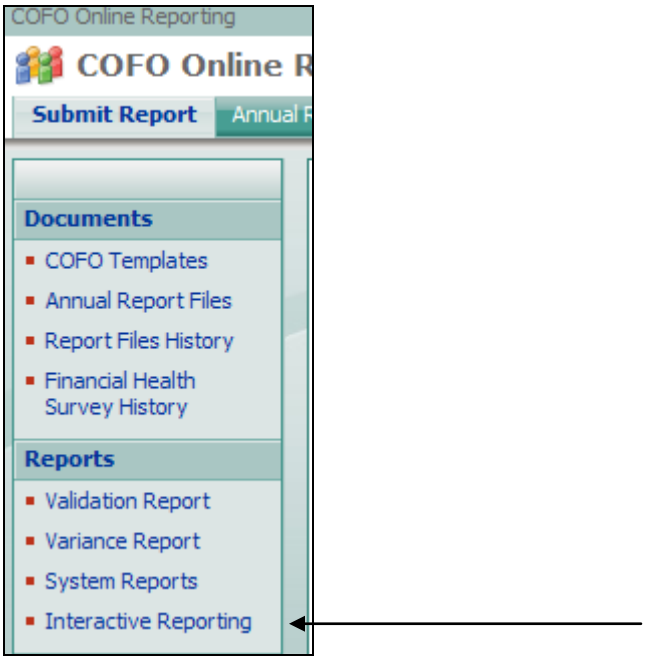
This page will contain all of the submissions from 2011-12 forward. Only the COU Administrator will see all institutions. Universities will only see their own.

The submission can be opened by clicking on the File name and following the prompt boxes. The Open option will request a second sign-in which is not required to open the document so you can click on the X to close the box.

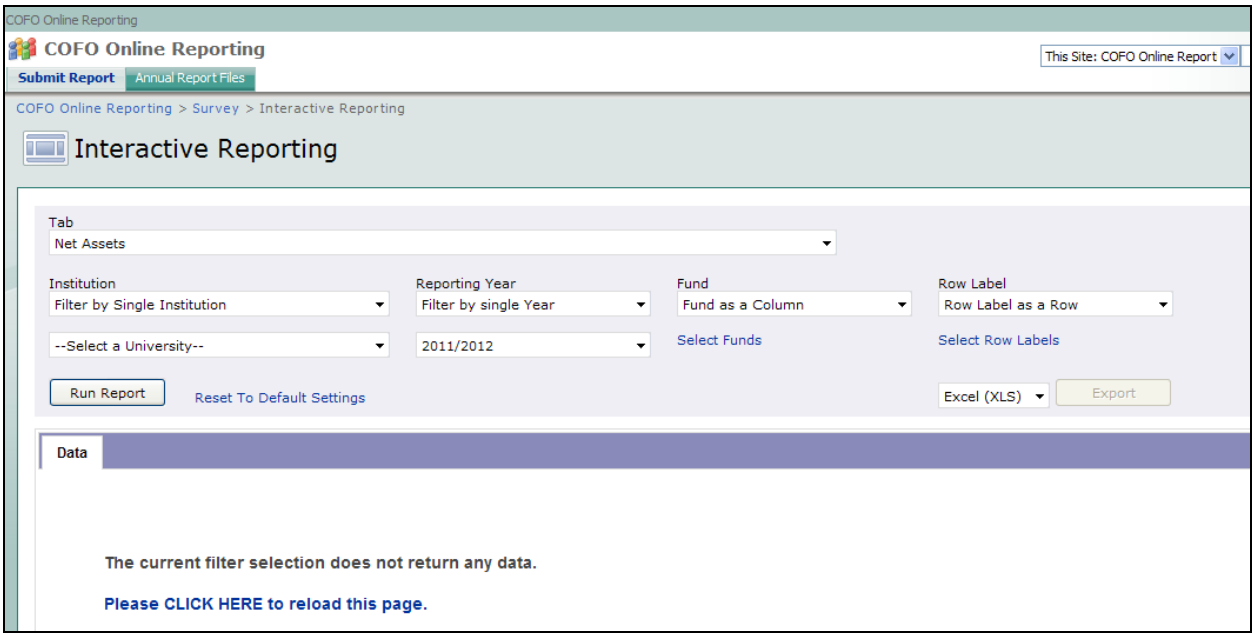
10. Financial Health Interactive Reporting

Instead of creating a formal report for the Financial Health Survey information, a new interactive reporting feature was added to the Online Application for analysis purposes. This new feature is only available to Universities that have uploaded the Financial Health Survey template. The new feature is very similar to the Customized Reporting that is available on the Public website. Note each University will be able to view the information for all of the Universities submitted.

To access the new feature, click on the Interactive Reporting menu in the Reports section.



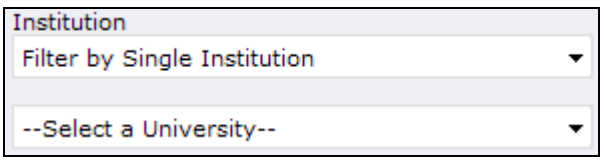
The following page will appear:



The top of the page has five **selection** sections available to query the Financial Health survey information.

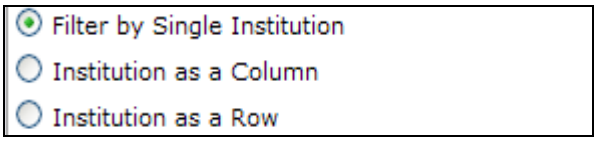
The **first section** is called Tab. This pertains to the tabs in the Financial Health Survey template. The options available are as follows:

The **second section** pertains to the University information available. There are two boxes provided to display and select this information.



The first box defines where you would like the data displayed in the report grid and how much you want to see, while the second box allows you to select the Universities you want to review.

The first box provides three options (with the first option being the default):



If you pick either one of the last two options, you can select multiple Universities.

The second box provides the list of Universities that are available for selection. Remember only the Universities that filled in the survey will appear in the list.

The **third set of options** available for selection pertains to Reporting Years. While the 2011/12 reporting year was the first year the templates were loaded into the Online Application, four years of history information was converted from previous surveys completed by the group.

Again there are two boxes available to select the information and they work similar to the University section.

The **fourth set of options** available for selection pertains to the Funds or columns in the Financial Health Survey template.

The information displayed in this section will vary depending on which Tab was selected in the first box. It is important to note, that some of the Financial Health Survey tabs ask questions that are general in nature and do not have an official heading. This information is available in the Funds section under the heading 'Information'.

The **fifth set of options** available for selection pertains to the Rows in the Financial Health Survey template.

The information displayed in this section will vary depending on which Tab was selected in the first box.

Once all of the selection sections have been completed, click on the

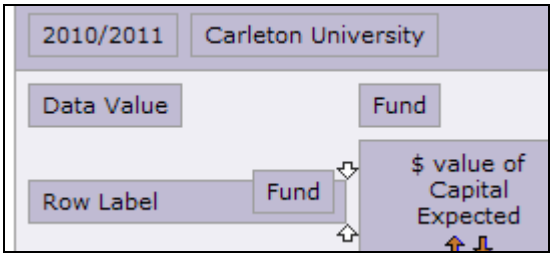
button to review the Financial Health information in the reporting grid.

Since the Financial Health Survey information contains both numeric, date and text information it cannot all be displayed on the same tab in the report grid. When date/text information is selected in the Fund and Row Label sections, two tabs will appear in the reporting grid

. The Data tab will display all of the numeric data values, while the Text tab will display the date and text information. If no date or text information is selected or does not appear on the tab selected, then only the Data tab will appear in the reporting grid.

On the Data tab you can move the selection criteria around between the rows, columns and header of the grid, by clicking and dragging the section name to over the other section name.

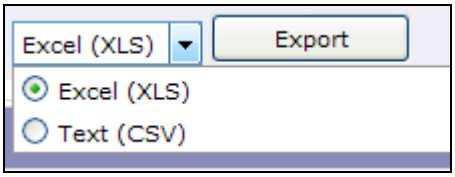
When the up and down arrows appear, let go of the mouse.



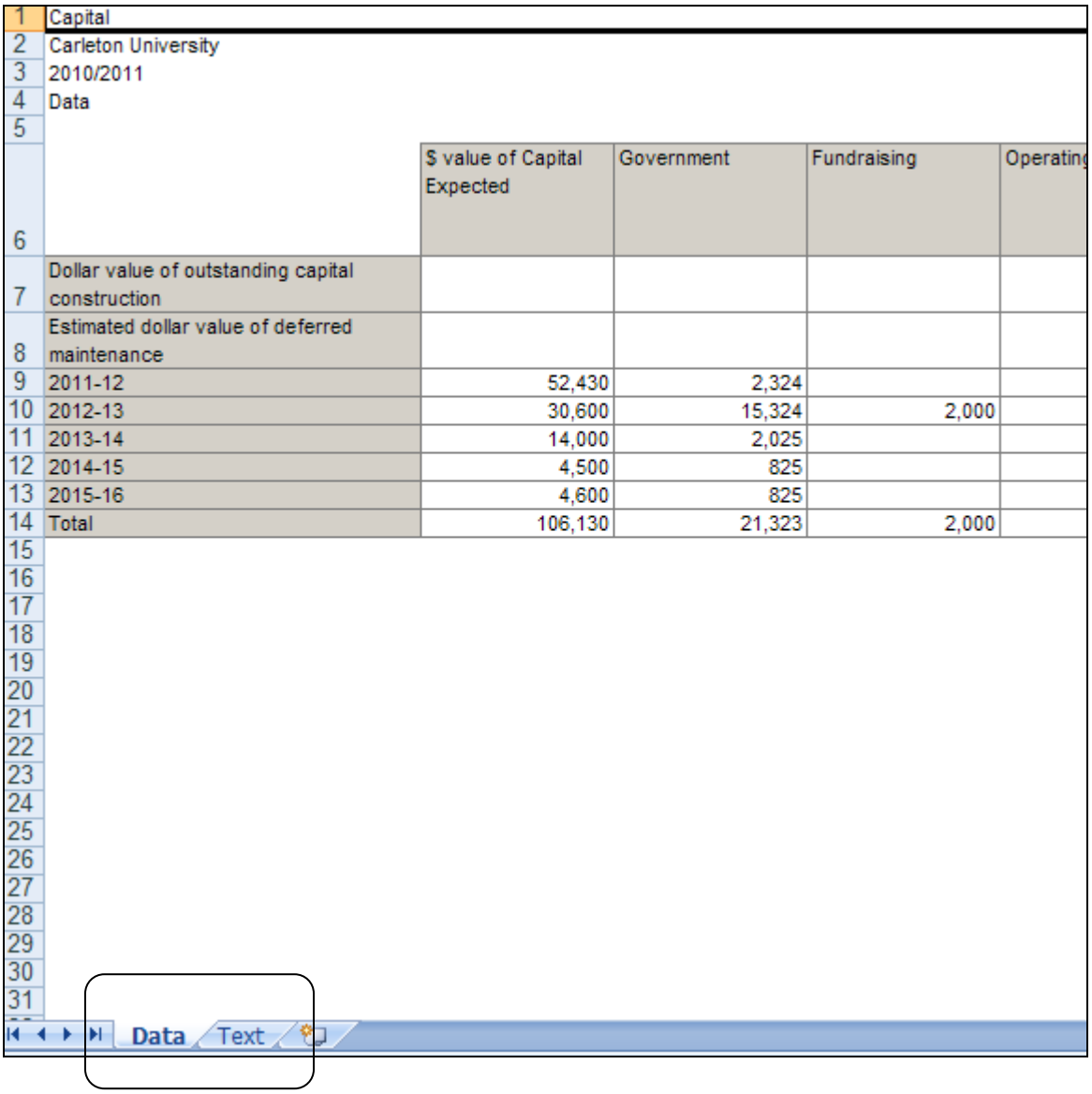
The page display will change for you.

It is important to note that this drag and drop functionality only applies to the Data tab - not to the Text tab.

Once you get the information that you desire, you have the option to download the information to an Excel or Text file.



If you select Excel and you have both a Data and a Text tab in the reporting grid, there will be two tabs in the excel file.



1	Capital				
2	Carleton University				
3	2010/2011				
4	Data				
5					
6		$ value of Capital Expected	Government	Fundraising	Operating
7	Dollar value of outstanding capital construction				
8	Estimated dollar value of deferred maintenance				
9	2011-12	52,430	2,324		
10	2012-13	30,600	15,324	2,000	
11	2013-14	14,000	2,025		
12	2014-15	4,500	825		
13	2015-16	4,600	825		
14	Total	106,130	21,323	2,000	
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Data Text

The Text option for export will only download the Data information.